
Title: Assistant to Coordinator – Community Education/Resource Development

Qualifications:

1. High School diploma or higher
2. Three years secretarial experience required
3. Ability to communicate effectively with the public
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Community Education Coordinator

Job Goal: To assist the Coordinator in directing educational opportunities for students in the extended day, enrichment, and preschool programs, and aid in the coordination of all programs offered through community education.

JOB DUTIES:

1. Maintain student records for all community education programs.
2. Prepare and maintain financial records and make deposits for all programs provided by Community Education.
3. Supervise the Community Education offices and staff.
4. Direct individuals to services and programs not offered through community education; i.e United Way, 211 Connect, Marshall County Health Department, etc.
5. Create promotional materials for all programs of Community Education.
6. Prepare monthly payroll for employees of Community Education. i.e. Pre K, Extended Day, etc.
7. Maintain records and prepare monthly reports for Child Resource Network.
8. Assist Coordinator in maintaining minutes, preparing financial reports, creating informational documents, preparing mail-outs, sending correspondence, and publicizing events sponsored by the Albertville City Schools Foundation.
9. Assist Community Education Coordinator in grant writing and reporting.
10. Assist coordinator in the purchase, receipt and distribution of materials for all Community Education Programs.
11. Attend meetings as designee for Community Education Coordinator, as needed.
12. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
14. Perform other duties as may be assigned.

