

DOVER SCHOOL DISTRICT	JOB DESCRIPTION
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Job Title: Grade VI Administrative Assistant: DALC Office Manager
Department: Dover School District, SAU #11
Reports To: Administrator or designee

Summary:

The Grade VI Secretary will perform higher-level data processing using designated administrative software and/or database programs. Additionally, s/he will be responsible for the daily management of office functions, including bookkeeping, audit and accounting functions. Primarily responsible to the DALC Executive Director, the Grade VI Secretary provides support to teachers, counselors, and program coordinators, and interacts regularly with volunteers, students, and community members. ***The DALC Office Manager:***

- initiates and promotes innovation in operations, is highly independent and self-motivated, and takes responsibility for high-quality functioning of the adult learning center.
- participates in professional development at state and local levels to stay current with skills required to carry out primary duties.
- understands adult education's position in the Dover School District and maintains positive interactions with other school district employees.
- practices continuous process improvement.
- coordinates work of up three Office Associates, as needed (i.e. bookkeeper, marketing & communications coordinator, enrichment coordinator, HiSET Coordinator and/or Data Coordinator).
- works year-round, five days per week, 40 hours per week. Evening and rare weekend work may be required.

Essential General Duties and Responsibilities:

Essential General duties and responsibilities include the following. Other duties may be assigned.

- ~~Oversee and maintain systems and student records for registrations, grade reports, test scores, High School Equivalency testing and Adult High School diploma, programs and online classes.~~
- ~~Maintain database(s).~~
- ~~Prepare and process purchase orders for department supplies, materials, and services.~~
- ~~Prepare and distribute a variety of publications including catalogs, flyers, newsletters and advertising materials for the department.~~
- ~~Perform all accounting functions in accordance with DALC, SAU and BAE policies and procedures.~~
- ~~Prepares financial records for annual audit and work with auditor to complete audit in a timely and efficient manner.~~
- ~~Process timecards, prepare payroll reports for Dover School District, and maintain payroll records.~~
- ~~Assist with the preparation of special events.~~
- ~~Coordinate all aspects of Enrichment program, including recruiting instructors, reviewing proposals, negotiating contracts, scheduling rooms and preparing catalog.~~
- ~~Generate reports, correspondence, and perform other clerical functions, as required.~~
- ~~Oversee or perform tasks assigned to the DALC Assistant to the Office Manager.~~
- ~~Other work related duties as assigned.~~
 - ***Open and close the office daily (unlock doors, turn on lights, make coffee if necessary).***
 - ***Greet and guide people (teachers, volunteer tutors, students, visitors).***
 - ***Provide exceptional customer service.***

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- *Answer phones, check voicemail, process daily mail, including inter-office and FAX, and Facebook and web inquiries.*
- *Keep facilities neat, organized, functional and attractive.*
- *Complete errands out of the office (i.e. banking, mail, printing).*
- *Procure instructional materials, general and office supplies.*
- *Maintain supply of bus tickets and distribute them to students.*
- *Keep outgoing voicemail messages, website and WMUR up to date with hours and cancellation information.*

Essential Duties and Responsibilities:

Program-related responsibilities

- *Schedule appointments with counselors and assist new students.*
- *Register individuals for enrichment courses, childcare and HiSET® testing.*
- *Maintain confidentiality of student records and communications.*
- *Onboard new staff (keys, parking passes, email accounts, etc.)*
- *Maintain course/testing schedules and calendars and make available to staff and others.*
- *Process grades and create grade reports.*
- *Record, file and disburse adult diploma grades.*
- *Upon written request, mail transcripts to colleges.*
- *Gather names, order, and prepare diplomas for graduation*

Technology-related responsibilities:

- *Correspondence, mail merge, flyers*
- *Excel spreadsheets for data analysis & statistical reports*
- *Develop and/or maintain publications (i.e. course descriptions, calendars, schedules, flyers, catalogs, brochures)*
- *Frequent email communication and internet research*
- *Coordinate with IT Coordinator to ensure devices, subscriptions and network are up to date and in good working order.*
- *Ensure all office equipment is in good working order (fax, credit card machine, copiers, postage machine, etc.).*
- *Provide technical support to staff and students on copier, fax and network*
- *Maintain loaner laptop agreement records*

End of year responsibilities:

- *Create certificates of completion*
- *Organize and facilitate physical logistics of annual June graduation ceremony*
 - *Update and prepare grad packet*
 - *Organize contents, design and order program and invitations*
 - *Purchase decorations and refreshments*
 - *Set up venue and reception*

Supervisory Responsibilities:

The DALC Office Manager ~~supervises the DALC Assistant to the Office Manager, office interns, and/or work study placements.~~ **coordinates the work of some or all of the following, in collaboration with the DALC Executive Director, and may fill one or more of these roles based on needs of DALC and individual skills and experience:**

- ***Financial Management (Bookkeeper)***
- ***Enrichment Program (Enrichment Coordinator)***
- ***Communications (Communications Coordinator)***
- ***Data Manager***

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- *HiSET Coordinator*

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies.

- Advanced knowledge of office practices and procedures.
- Ability to set up and maintain accurate records and possess excellent organizational skills.
- Ability to work independently or in a team in a fast-paced environment.
- Strong interpersonal skills.
- Must practice discretion and maintain confidentiality at all times.
- Exceptional ability to manage multiple projects and tasks simultaneously.
- Advanced knowledge of Microsoft Office programs and QuickBooks software.

Qualifications:

To perform this job successfully, an individual must be able to perform each **general and** essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

This position requires a minimum of an associate degree ~~in accounting~~ **in a relevant field** or equivalent, supplemented by coursework or other training. Five (5) years' experience with **office management**, bookkeeping, accounting, computer programs, database management ~~entry~~, word processing, **communications** or any combination of education and experience sufficient to perform job functions.

Technology Skills:

- To perform this job successfully, an individual needs advanced knowledge of computer software programs, ~~particularly QuickBooks~~, databases and website management, **including, but not limited to: Word, Excel, Access, Publisher, Google Apps, LACES (NHDOE), WordPress, Event Espresso, ETS portal, Canvas, Quickbooks**. Other office related technology skills required (*see above*)

Certificates, Licenses, Registrations:

There are no certificates, licenses, or registrations required for a Grade VI Secretary.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and walk. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.