

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Administrative Assistant - AEL (Part-time)

**Terms of Employment:** 10-month contract; 73 days, 12 hours/week

**FLSA Status:** Non-Exempt

**Reports To:** Adult Education & Literacy Program Coordinator

**Brief Description of Position:**

The Administrative Assistant will be responsible for assisting in the administration of the Adult Education and Literacy functions. Typically uses a variety of computer software and systems to perform duties. Normally performs tasks with work priorities and general instructions provided by the coordinator. Exercises judgment in selecting and applying established procedures correctly and in determining when to refer problems to the coordinator.

**Required Qualifications:**

- High School diploma or equivalent
- Ability to meet and deal with the public in a gracious and tactful manner
- Ability to interact with students, staff, and faculty in a gracious and tactful manner
- Ability to maintain confidentiality at all times
- Ability to work with others on multiple tasks as well as to work independently and to complete assignments with specified deadlines
- Ability to handle multiple interruptions
- Possess considerable knowledge of business English, general vocabulary, spelling, arithmetic, and modern office practices
- Able to operate the various types of business machines and technology required for the position with accuracy
- Proficiency in Google Suites, Microsoft Office programs including DocsAVord, Sheets/Excel, and Google Slides/Power Point

**Essential Duties and Responsibilities:**

- Processing student enrollment
- Answer phones
- Answer questions regarding all classes at the AEL sites
- Maintain professional development procedures
- Copying & other requests for the instructors Invoicing/processing purchase orders
- Help with graduation
- Preparing certificates
- Preparing/distributing promotional materials
- Quarterly reports
- Work with Transitions Coordinator and Student Advocate
- Keep monthly time sheets
- Attend workshops as necessary
- Perform other duties as assigned by the Coordinator of the AEL program.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: June 9, 2020