

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CLASSIFIED SPECIALIST, ADULT & COMMUNITY ENRICHMENT

**SALARY SCHEDULE: SSP12**

**COST CENTER: ADULT AND COMMUNITY EDUCATION CENTER (0391)**

**QUALIFICATIONS:**

- (1) Bachelors Degree in appropriate discipline.
- (2) Minimum of four (4) years experience in Adult and Community Enrichment programming or combination of additional formal education and relevant work experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematic skills. Effective organizational and analytical skills. Ability to establish and maintain positive working relationships with others. Knowledge of word processing and spreadsheet software applications. Effective interviewing skills.

**REPORTS TO:**

Supervisor, Adult and Community Education Center

#### JOB GOAL

Is responsible for marketing, scheduling, registering and facilitating community education classes and programs including adult and senior enrichment.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Monitor the daily operation of new and existing community education programs.
- \* (2) Prepare and oversee all inventories within the school including books and equipment.
- \* (3) Answer general questions from the public regarding community education.
- \* (4) Assist students with questions regarding classes, registrations, refunds, transfers, etc.
- \* (5) Advertise, recruit and manage the screening of potential part-time instructors.
- \* (6) Interview or assist with interviewing of part-time instructors.
- \* (7) Monitor and comply with all applicable state and federal regulations regarding hiring practices, policies and procedures.
- \* (8) Maintain part-time employee records in accordance with School Board regulations.
- \* (9) Provide in-service orientation to new instructors.
- \* (10) Oversee tracking of part-time instructors' pay rate increases.
- \* (11) Collect, review and process monthly payroll of community education instructors.
- \* (12) Facilitate the ordering of books, supplies and equipment for instructors.
- \* (13) Assist with maintaining lab account expenditures for part-time instructors.
- \* (14) Maintain schedule of classes at various locations and interact with site administrators and custodial staff.
- \* (15) Recommend yearly schedule of semester dates to Supervisor.
- \* (16) Recommend dates for pre-registration and registration within each term to Supervisor.
- \* (18) Create master schedule of classes and provide final schedules to Registrar for AS400 input.
- \* (19) Coordinate publication of class schedules with newspaper representative and other advertising agencies.
- \* (20) Oversee student registrations, transfers and refund procedures.

**CLASSIFIED SPECIALIST, ADULT & COMMUNITY EDUCATION (Continued)**

- \* (21) Assist with development and execution of marketing plan.
- \* (22) Model and maintain high ethical standards.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Maintain confidentiality regarding program matters.
- \* (25) Maintain positive relationships with coworkers, school personnel, vendors and administration.
- \* (26) Participate in workshops and training sessions as required.
- \* (27) Disseminate information and current research to appropriate personnel.
- \* (28) Keep well informed about current trends and best practices in areas of responsibility.
- \* (29) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (30) Respond to inquiries and concerns in a timely manner.
- \* (31) Keep supervisor informed of potential problems or unusual events.
- \* (32) Prepare all required reports and maintain all appropriate records.
- \* (33) Follow all School Board policies and procedures.
- \* (34) Exhibit interpersonal skills to work as an effective team member.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities