

Assistant, CE Teacher Certification

FLSA Status: Non-Exempt

Pay Grade: 11

Job Title ID: 204500

Job Series/Job Family: Workforce Education & Business Development Series / C.E. Teacher Certification Family

Reports To

Director, Teacher Certification

Job Purpose

To provide advanced clerical and administrative support and assist in the coordination and implementation of the Continuing Education (CE) Teacher Certification Program for requirements mandated by the Texas Education Agency (TEA), the Department of Education, CE, and ACC.

Description of Duties and Tasks

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

Required

1. Verifies details with potential students for certification application and program success.
2. Evaluates Workforce Education Course Manual (WECM) requirements for potential courses.
3. Tracks student activities and completion of all program requirements, including student files and digitized records.
4. Tracks expenditures; orders supplies, and prepares payroll documents.
5. Provides administrative support services, including ensuring contracts are signed and payments received; taking notes at venue meetings; providing administrative backup for agency and college requirements.
6. Oversees program plans and time lines; monitors costs in budgets, researches and assists in selection of materials.
7. Conducts research, compiles reports for TEA and other applicable agencies.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Payroll processing.
- Principles and methods of budget preparation and expenditure control.
- Records retention, preservation, and recording.
- Office management processes and procedures.

Preferred

- Documentation for state and federal educational agencies.
- Texas Education Agency policies and procedures.
- Data collection and reporting requirements for TEA and Title II (Department of Education).
- Knowledge of Datatel, and WECM (Workforce Education Course Manual).

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule. May be required to work some evenings and/or weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Compiling and organizing complex material.
- Creating electronic presentations, information packages, and activity schedules.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective internal and external working relationships.

Computer Skills

Required

- Demonstrated proficiency at an advanced level using standard office software applications, including word processing, spreadsheet, database, publications programs.

Preferred

- Knowledge of ACCESS, FORTIS, and data collection software programs.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Three years work experience in office administrative support services.

Education

Required

- Associate's degree, or educational equivalent, in office management or related field; Or educational equivalent in related field (60 college credit hours) or equivalent work related experience (one year work related experience equals 15 college credit hours).

Preferred

- Associate's degree, or equivalent, in Office Management or related field.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.