

**POSITION DESCRIPTION  
NORTHFIELD PUBLIC SCHOOLS**

April 2024

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Adult Basic Education Office Generalist	<b>Department:</b> Community Education
<b>Immediate Supervisor's Position Title:</b> Adult Basic Education Manager	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining Unit:</b> Northfield Public Schools Office Employees
<b>Job Summary:</b> The ABE Office Generalist provides general clerical and student and staff support for Adult Basic Education programming, including, but not limited to, Adult English Language Learners and GED classes.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Performs general ABE support staff functions.
<b>Percent of Time:</b>	95%	

**Tasks involved in fulfilling above duty/responsibility:**

- Welcome and greet students and provide assistance with questions.
- Register new students and assist them with paperwork.
- Administer, proctor, and record student assessments in accordance with MDE guidelines.
- Enter student attendance, information, assessments, and program data into Student Information Database in a timely and accurate manner.
- Assist students with signing in.
- Answer phone calls and emails.
- Schedule appointments.
- Contact current, new and potential students and perform outreach.
- Type routine correspondence, letters, forms, or materials requested by manager.
- File forms, correspondence, lesson plans, assessments, student files, and other documents.
- Assist with preparing reports as requested by manager.
- Assist with preparing and distributing marketing materials as requested.
- Sort and distribute incoming and outgoing mail.
- Make copies and scan documents.
- Monitor and report any supply needs.
- Attend staff meetings.
- Attend approved professional development as requested.
- Assist teachers and substitutes when needed.

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<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Perform other like duties as assigned.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
X	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>

<p><b>Doctorate level</b></p>	<ul style="list-style-type: none"> <li>● Knowledge of Adult Basic Education programming and policies.</li> <li>● Knowledge of adult learning and unique needs of adult learners.</li> <li>● Knowledge of the challenges and responsibilities of serving adult students with a wide range of first languages and formal education levels.</li> <li>● Knowledge of assessment procedures and techniques, test construction and evaluation methods.</li> <li>● Understanding of basic computer and office equipment and software used by the district and by MN ABE</li> <li>● Knowledge of ABE professional development resources and providers</li> <li>● Knowledge of MDE-approved distance learning platforms.</li> <li>● Knowledge of general office procedures and practices.</li> <li>● Knowledge of office etiquette and customer service procedures and routines.</li> <li>● Knowledge of general record keeping, data/record maintenance, and filing or recording data in hard copy or data filing systems.</li>   <li>● <b>PREFERRED SKILLS:</b></li> <li>● Bilingual</li> <li>● Excellent communication and interpersonal skills</li> </ul>
<p><b>Required Work Experience in Addition to Formal Education/Training:</b></p>	
<p><b>Required Supervisory Experience:</b></p>	
<p><b>LICENSE/ CERTIFICATION</b></p>	<p><b>Identify licenses/certification required upon hiring:</b></p>

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Presenting information and materials in an understandable and level-appropriate manner to a multi-leveled classroom of adult learners.</li> <li>● Utilizing assessment tools, assessing and evaluating student performance and needs.</li> <li>● Working in a fluctuating environment with a highly diverse group of students who have variable skill levels and who enroll at variable times throughout the year.</li> <li>● Interacting effectively and appropriately with students, staff, ABE Manager, volunteers, and other educational professionals</li> <li>● Communicating effectively - both orally and in writing</li> <li>● Working independently and collaboratively</li> <li>● Working with a highly diverse groups of students who have a wide range of first languages and formal education levels</li> <li>● Organizing information and systems, and paying attention to detail, precision and accuracy.</li> <li>● General computer uses and learning new technologies</li> <li>● Maintaining timely and accurate records and data</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			X	
<b>Walk</b>			X	
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>				X
<b>Reach with hands and arms</b>			X	
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>	X			
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

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**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Created 4/2024