

## Adult & Community Ed/Financial Aid Assistant

### Job Goal:

To assist the Adult & Community Education Coordinator in the operation of the Adult & Community Education program. To maintain complete and accurate records of community education and Title IV funding for post-secondary students. To assist the PN Coordinator with the day-to-day operations of the practical nursing program.

### Performance Responsibilities:

Make and maintain professional contacts with teachers for the Community Education program including maintenance of confidential files.

Work with Adult & Community Education Coordinator to plan and implement semester class schedules for the Community Education program including designing, printing, and distributing program brochures.

Maintain database of students for Community Education Program; assist with semester reporting.

Assist Adult & Community Education Coordinator with the administration of Title IV funds.

Assist PN Coordinator with day-to-day operations of the practical nursing program.

Collect money for PN students and prepare deposits.

Provide clerical assistance for nursing programs.

Create transcripts/maintain files.

Update promotional material as needed.

Operate office machines and equipment as provided (calculator, copy machine, computer, etc.).

Perform other duties as required by the Adult & Community Education Coordinator and provide assistance to the Director as needed.

### Terms of Employment:

Length of work year is 11 months as established by the Board of Education. The salary and dates of work will be established by the Board of Education.

### Evaluation:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

This is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**The Lexington R-V School District is an equal opportunity employer. The position is open until filled.**

**Interested candidates should complete an online application through MOREAP or on our website at <http://www.lexington.k12.mo.us/index.php/employment/>. Applicants should submit the application along with a letter of interest, resume, and official college transcripts to:**

**Lexington R-V School District  
817 S. Business 13 Highway  
Lexington, MO 64067**