



**JOB DESCRIPTION**

<b>Job Title</b>	Head Start Secretary
<b>Department</b>	Early Learning
<b>Reports To</b>	Director of Early Learning
<b>Classification</b>	Hourly Classified
<b>Location</b>	Prairie Ridge Early Learning Center
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Head Start Secretary serves as secretary to the Director of Early Learning, Head Start Program Coordinator, and Community Partnership Coordinator; is responsible for the coordination of all office functions of the Head Start Program involving considerable degree of independent judgment and initiative; and performs related work as required.

**Essential Job Functions**

- Serves as secretary to the Prairie Ridge Early Learning School and the Head Start Department.
- Provides clerical support to the Director of Early Learning, Head Start Program Coordinator, and the Community Partnership Coordinator.
- Conducts business via the telephone in a pleasant, helpful, and professional manner.
- Accurately prepares necessary reports.
- Completes age and income verification process with families.
- Coordinates and maintains the eligibility, recruitment, selection, enrollment, and attendance procedures and efforts for Head Start.
- Collaborates with district student transit to coordinate student transportation.
- Maintains physical and electronic files for the department.
- Maintains Head Start budget and processes purchase requests/claims.

**Ancillary Job Functions**

- Participates in staff development opportunities and attends all trainings required by Head Start and the ECASD Early Learning program.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate degree and/or recent responsible office experience and training.
- Experience in Microsoft Office applications.
- Experience dealing with the public.
- Ability to obtain and maintain certification by Prevent Blindness of Wisconsin for required vision screenings.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor’s or associate degree.
- Training or experience as an administrative assistant.
- Experience in Head Start as a parent, employee, or volunteer.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines (computer, electronic typewriter, Dictaphone, etc.).
- Knowledge of word processing/spreadsheet software and ability to type at least 50 wpm.
- Ability to maintain strict confidentiality regarding program, student and parent information.
- Ability to establish and maintain good public relations.
- Knowledge of business English, spelling, and composition.
- Ability to communicate and relate effectively with district staff, students, parents, and the public.
- Ability to maintain accurate and complete records and reports.
- Ability to organize and complete projects in a timely manner.
- Ability to understand and carry out oral and written instructions.
- Ability to monitor financial obligations of the department.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May occasionally be required to lift up to 10 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.