EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Early Learning Secretary
Department	Early Learning
Reports To	Early Learning Principal
Classification	Classified
Location	Prairie Ridge Early Learning School
Salary	On Schedule
Length of Contract	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 Early Learning Secretary serves as Secretary to the Principal and school and is responsible for the coordination of assigned office functions of the school.

Essential Job Functions

- Serves as secretary to the principal. Tasks include answering phones, scheduling appointments for the principal, and referring visitors/callers to the principal or appropriate person.
- Monitors building for visitors and approves/denies entrance building entrance, checks visitors in and out of the office, and is trained in use of the Intruder Alert Switch.
- Assists with enrollment, including transfers and withdrawals, eligibility, recruitment, selection, and attendance.
- Sets up and maintains computerized attendance records, runs attendance reports, and contacts unreported absentees.
- Composes newsletters, flyers, and brochures and maintains the school's web page and Facebook as directed.
- Maintains and manages records and electronic databases.
- Manages and coordinates clerical tasks with other staff as the workload within the Early Learning Department requires.
- Arranges and assists with planning and implementation of parent orientations, trainings, and meetings for department staff, EC4T partners, committees, advisory boards, and councils.
- Takes notes and minutes for selected meetings.
- Assists school nurse with maintaining student medical and immunization records and contacts parents of non-compliant students.
- Sends letters and reports to the health department. Maintains records of students visiting the office for health reasons.
- Administers medications as trained and directed.
- Provides minor first aid, conducts head lice checks; contacts parents and prepares reports.
- Maintains and oversees student cumulative folders.

- Orders all supplies for school staff and building, along with all start up classroom materials, curriculum and training materials as requested.
- Maintains building calendar for meeting times and locations, and schedules events using school scheduling software.
- Works with EC4T sites and the contracted substitute company to ensure all paperwork, contracts, and documentation is processed and maintained.
- Compiles and submits staff attendance reports to payroll.
- Monitors and reconciles staff absence reports for Payroll. Assists staff with entry/deletion of absences in substitute system. Assigns account numbers to all employment affiliated absences.

Ancillary Job Functions

- Trains new staff members hired for clerical duties within the building.
- Supervises students as assigned by the principal or designee.
- Participates in selected staff development opportunities, attends meetings and training as required.
- 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.

- High school diploma or GED.
- Additional coursework or advanced training in secretarial skills and/or Microsoft Office Suite.
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of District secretarial/clerical skills test.

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

- Associate degree or post-secondary coursework in clerical/administrative functions.
- Prior office experience
- Experience with children aged 3-5

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

- Ability to maintain a positive school entrance and front office.
- High proficiency in Microsoft Office Suite and the ability to type at least 50 wpm.
- Ability to work independently with minimal supervision.
- Ability to maintain strict confidentiality regarding program, student, and parent information.
- Excellent organizational skills.
- Ability to establish and maintain effective working and public relationships with district staff, students, parents, and the public.
- Ability to work efficiently with district databases and specialized programs.
- Ability to maintain and complete records in a timely manner.
- Ability to interpret and communicate departmental and program policies, rules, and regulations.
- Ability to use and apply modern office methods and equipment.

- Ability to compose letters and prepare clear and detailed reports/written procedures.
- Considerable knowledge of business English, spelling, and composition.
- Ability to work in a team atmosphere.
- Ability to monitor the 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.

- May occasionally be exposed to potentially hazardous bodily fluids.
- 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.
- Frequently required to talk and hear.
- May occasionally be required to lift up to 20 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.