EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Student Services Secretary
Department	Student Services
Reports To	Director of Student Services
Classification	Classified
Location	District Office
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 Student Services Secretary serves as secretary to the Director of Student Services. The Student Services Secretary performs responsible financial and office work in the Student Services Office involving a considerable degree of independent judgment and initiative as well as confidentiality.

Essential Job Functions

- Provides clerical assistance to the Directors of Student Services and other department staff as needed.
- Answers phones, greets visitors, answers questions, and provides scheduling support.
- Ensures in the supervisor's absence that requests for action and information are handled or referred in a timely manner.
- Maintains accurate files and records and processing incoming correspondence as instructed.
- Assists in budget and grant development, including submission and modification of online federal grants.
- Maintains accurate records of expenditures of local department budget federal grants and keeps inventory of materials purchased.
- Purchases supplies and equipment and maintains supply inventory.
- Provides account codes for timecards and absences approved by the Student Services Department.
- Maintains intranet and coordinates all web-based networks within the Student Services Department.
- Maintains and orders protocols and assessment tools.
- Makes conference and travel arrangements for District and building Student Services staff.
- Makes arrangements for professional learning and development e.g., contracts, set-up, materials, technology, menu, etc.

Ancillary Job Functions

- 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.

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, telephone, facsimile, copier, etc.).
- Proficiency in Microsoft Office programs and ability to perform data entry.
- Excellent interpersonal skills.
- Ability to function independently and make judgment calls.
- High level of organizational proficiency and ability to multitask successfully.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Ability to compose letters and memoranda.
- Ability to maintain a high degree of confidentiality on sensitive issues.
- 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 work at desk/computer for extended periods of time.
- 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 be required to lift up to 5 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.