EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Charter School Secretary – Montessori
Department	
Reports To	Montessori Principal
Classification	Hourly Classified
Location	Chippewa Valley Montessori Charter School
Salary	On Schedule
Length of Contract	197 Day Calendar

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 Chippewa Valley Montessori Charter School (CVMCS) Secretary assists visitors, families, staff, and students with a variety of needs and responds in a customer oriented and professional manner. The Secretary serves as the secretary to the CVMCS Principal and under the direction of the Principal uses independent judgment and initiative to perform a variety of responsible office work.

Essential Job Functions

- Answers telephone, schedules appointments for the Principal, and refers visitors/callers to the Principal or appropriate person.
- Monitors building for visitors, approves/denies entrance into the building, checks visitors in and out in the office, and is trained in the use of the Intruder Alert Switch.
- Sets up and maintains attendance records, runs attendance reports, contacts unreported absentees, and coordinates and schedules attendance meetings between school staff and parents.
- Processes registration and withdrawal of students.
- Monitors and reconciles staff absence management reports, assists staff with entering and deleting absences, monitors for unfilled absences and assigns account numbers to all employment-related absences.
- Administers basic first aid, and lice checks as needed, contacts parents, and files reports.
- Assists students with minor medical and hygiene issues and completes accident reports, as necessary.
- Serves as registrar and works in the student information system to process registration and withdrawal of students and maintains building cumulative folders.
- Assists school nurse with maintaining student medical and immunization records and contacts parents of non-compliant students, sends letters and reports to health department, and maintains records of student visiting the office for health reasons.
- Manages and balances school financial accounts, inputs various budgets, oversees P-Card usage, and tracks purchases.
- Schedules and maintains Parent/Teacher conferences, assisting parents with scheduling procedures and using the Skyward system.
- Composes routine correspondence, reports, newsletters, and bulletins.

- Maintains school calendar in all appropriate systems and schedules events and reserves rooms as appropriate.
- Requisitions office and school supplies.
- Dispenses and provides medications as trained and directed.
- Maintains building web and Facebook pages.
- Represents the building through various forms of communication and information dissemination.
- Provides guidance and assistance to building staff on various issues, facilitating smooth operations.
- Engages in crisis management and problem-solving to address and resolve immediate concerns efficiently.

Ancillary Job Functions

- Supervises students as assigned by the Principal and handles behavioral issues as directed.
- Assists building substitutes and checks them in and out as needed.
- Prepares a variety of mailings, reports, correspondence, and directory information as directed.
- Attends meetings and trainings 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.
- Recent responsible secretarial experience.
- Experience in public relations and communication.
- Experience with children ages 3-13.
- Successful completion of clerical/secretarial skills test.

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

- Associate degree or two years of experience in relevant area.
- CPR and First Aid certified or experience and/or training with CPR and First Aid.

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

- Ability to operate various office machines.
- Knowledge of word processing/spreadsheet software and ability to type at least 50 wpm.
- Ability to establish and maintain good public relations.
- Strong organizational and office management skills.
- Knowledge of business English, spelling, and composition.
- Ability to communicate and relate effectively with district staff, students, parents, and public.
- Ability to maintain accurate and complete records and reports.
- Ability to multi-task and work in a fast-paced environment.
- Ability to organize and complete projects in a timely manner.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain confidentiality.
- 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.

- General office/school environment and moderate noise levels.
- May be exposed to potentially hazardous bodily fluids.

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.

- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- Frequently required to talk and listen.
- Frequently required to remain stationary for extended periods of time
- May occasionally be required to grasp, reach, and 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.