EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Eau Claire Virtual School (ECVS) Secretary
Department	
Reports To	Principal
Classification	Hourly Classified
Location	
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 ECVS Secretary serves as secretary to the principal and is responsible for completing related clerical work and serving as a resource to staff, students, and parents concerning general administrative policies and procedures.

Essential Job Functions

- Performs secretarial work and minor administrative tasks as requested by the building principal.
- Requests and distributes office supplies.
- Works with substitute systems to monitor unfilled absences and substitute assignments.
- Schedules and coordinates virtual meetings, webinars, and parent-teacher conferences.
- Assists in coordinating virtual and in-person state and district testing schedules.
- Communicates with students and families about testing requirements, schedules, and processes.
- Provides logistical support to ensure all testing requirements are met, including coordinating proctors, portal management and managing test materials.
- Assists with organizing and planning virtual and in-person graduation ceremonies.
- Plans and support virtual and in-person community building activities for students and families, including orientations, informal webinars, and social events.
- Provides support for school communications, including newsletters, and website updates.
- Manages the Learning Management System(s) contracted by ECASD for curriculum and/or instruction.
- Prepares Governance Board reports, agendas, public notices, and minutes.
- Works in the student information system to process registration and withdrawal of students and maintains student cumulative folders.
- Maintains transcript information and prepares transcripts for graduation, as requested.
- Sets up and maintains computerized attendance records, runs attendance reports, and contacts unreported absentees, sends attendance letter to parents, and coordinates and schedules attendance meetings between school staff and families.

- Codes timecards/AESOP for department.
- Processes department purchases with district procurement card and assists with coding of purchases and payment processes.
- Maintains the school website and Facebook pages.

Ancillary Job Functions

- Assists with budget entry into the accounting system and runs reports as needed.
- Maintains the school calendar in all appropriate systems and schedules events and reservations as needed.
- 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 successful experience as a secretary or other office professional position.
- Successful completion of clerical/secretarial skills tests.

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.

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

- Ability to perform complex and varied clerical tasks.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Knowledge of school programs, operations, and policy.
- Ability to explain and interpret the policies of the school/District to employees, students, and the public.
- Excellent written and oral communication skills.
- Strong Microsoft Office (Excel, Word, PowerPoint, Outlook, and OneNote) knowledge and ability to use Excel to provide reporting in various forms.
- Ability to operate office machines.
- Ability to organize effectively, multitask, and work independently.
- Excellent interpersonal skills.
- Ability to maintain confidentiality.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- 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.

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.

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