



## JOB DESCRIPTION

<b>Job Title</b>	Eau Claire Virtual School (ECVS) Secretary
<b>Department</b>	Administration
<b>Reports To</b>	Principal
<b>Classification</b>	Classified
<b>Location</b>	District Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

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

- Assists in the coordination of school functions.
- Maintains positive public relations with staff, students, families, and general public.
- Handles telephone calls and processes mail.
- Performs secretarial work and minor administrative tasks as requested by the building principal.
- Composes routine correspondence, files correspondence, and prepares a variety of records, schedules, calendars, and bulletins.
- Requests and distributes office supplies.
- Works with substitute systems to monitor unfilled absences and substitute assignments.
- Operates a variety of office machines and equipment.

## Ancillary Job Functions

- Performs other related duties as assigned.
- Prepares Governance Board reports, agendas, public notices, and minutes.
- Manages the Learning Management System(s) contracted by ECASD for curriculum and/or instruction.
- Assists staff, students, and families with the use of the Learning Management System(s).

- Serves as Registrar and 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. Coordinates and schedules attendance meetings between school staff and families.
- Assists with reports on substitute staff, (hours, days, positions); daily record of absences; daily record of substitutes.
- Codes timecards/AESOP for department.
- Processes department purchases with district procurement card; assists with coding of purchases and payment processes.
- 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 appropriate.
- Maintains the school website and Facebook pages.
- Assists school nurse with maintaining student medical and immunization records of dually enrolled students and contacts parents of non-compliant students. Sends letters and reports to the health department.

**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.

- Course work or an Associate Degree from a technical college.

**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.

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

- Normal 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.

- Must be able to work at a 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.
- Frequently required to talk and hear.