

POSITION DESCRIPTION

TITLE:	Head Start Secretary	SUPERVISOR:	Early Learning Program Principal
DEPARTMENT:	Early Learning Department	CLASSIFICATION:	Non-Affiliated

I. Accountability Objectives: The Head Start Secretary serves as secretary to the Early Learning Program Principal and Coordinators; is responsible for the coordination of all office functions of the Head Start Program involving considerable degree of independent judgment and initiative; and performs related work as required.

II. Position Characteristics:
Salary: Set annually by Board of Education
Length of Contract: 12 months, flexible schedule as determined by the Early Learning Coordinator. Some evenings required.

III. Position Relationships:
Reports to: Early Learning Program Principal
Coordinates with: Head Start and Early Learning Department staff, Student Transit, parents and community partners.
Type of Coordination: As directed by supervisor or others with coordination responsibilities.

IV. Position Qualifications:

A. Required Qualifications:
 Associate Degree and/or recent responsible office experience and training; including high level of experience in Microsoft Office applications; experience in dealing with the public.

B. Desired Qualifications:
 Bachelors or Associate Degree; training or experience as an administrative assistant. Knowledge of district computer programs; bi-lingual skills; experience in Head Start as a parent, employee or volunteer.

C. Special Requirements:

1. Works independently with minimal supervision.
2. Maintains strict confidentiality regarding program, student and parent information.
3. Maintains excellent organizational skills.
4. Establishes and maintains effective working and public relationships.
5. Maintains accurate and complete records in a timely manner.
6. Ability to interpret and communicate departmental and program policies, rules and regulations.
7. Ability to effectively use standard and district computer programs.
8. Ability to compose letters and prepare clear and detailed reports and written procedures.
9. Ability to take and edit public and departmental meeting notes.
10. Considerable knowledge of business English, spelling and composition.
11. Ability and desire to work in a team atmosphere.
12. Ability to monitor the financial obligations of the department.

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V. Position Responsibilities:

- A. Serves as secretary to the Head Start Department.
- B. Provides clerical support to the Early Learning Program Principal and Head Start Coordinators.
- C. Conducts business via the phone in a pleasant, helpful and professional manner.
- D. Accurately prepares necessary reports.
- E. Coordinates and maintains the Eligibility, Recruitment, Selection, Enrollment and Attendance procedures and efforts for Head Start.
- F. Collaborates with Eau Claire Student Transit to coordinate student transportation.
- G. Maintains a broad knowledge of department and program policies and procedures.
- H. Maintains physical and electronic files for the department.
- I. Maintains Head Start budget and processes purchase requests and claims.
- J. Performs other duties as assigned.

*Eau Claire Area School District
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*New: 5/09
Updated: 03/11 (Position Titles)*