



## JOB DESCRIPTION

<b>Job Title</b>	Academic Services Secretary
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Director of Academic Services
<b>Classification</b>	Classified
<b>Location</b>	Central Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	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 Academic Services Secretary serves as secretary to the Director of Academic Services. The Academic Services Secretary performs responsible financial and office work in the Teaching and Learning Office involving a considerable degree of independent judgment and initiative.

## Essential Job Functions

- Provides clerical assistance to the Director of Academic Services and other department staff as needed
- Answers phones, greets visitors, and provides information as requested and represents the department through telephone, written, and personal contacts
- Ensures in the supervisor's absence that requests for action and information are handled or referred in a timely manner
- Screens and summarizes content of incoming materials and briefs supervisor regarding important issues or conflicts
- Serves as a primary contact for all student enrollment into the summer program and informs families of registration through mailings
- Provides assistance to building secretaries in answering questions regarding summer school
- Reports summer program attendance records to the DPI
- Schedules and sets up meetings and trainings, including arranging for and serving refreshments and providing necessary materials as directed
- Schedules and provides materials for a variety of District academic programs.
- Prepares correspondence, contracts, presentation material, forms and other documents as directed
- Collects and assembles information and outlines the design of the Summer Program Guide and assisting in distribution to students in the ECASD boundaries
- Works with high school counselors regarding student programming through CVTC and UWEC
- Monitors and processes mentor payment requests and keeps appropriate records

- Assists in budget and grant development, including submission and modification of online federal grants and maintaining accurate records of expenditures and materials purchased
- Purchases supplies and equipment and maintains supply inventory for department as well as the elementary art, music, and physical education departments
- Manages District curriculum documents
- Maintains and orders protocols and assessment tools
- Schedules District sponsored field trips and coordinates bussing
- Codes department time cards
- Maintains website and intranet for Academic services
- Makes travel arrangements for staff

#### **Ancillary Job Functions**

- Performs other 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

**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 vocational technical college
- Knowledge of district computer programs

**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
- Maintains a high degree of confidentiality on sensitive issues
- 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 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