

## POSITION DESCRIPTION

<b>TITLE:</b>	Charter School Secretary	<b>SUPERVISOR:</b>	Head of Instruction
<b>DEPARTMENT:</b>	Eau Claire Area School District Charter Schools	<b>CLASSIFICATION:</b>	Classified

- I. Accountability Objectives:** Serves as secretary to the building principal/head of instruction and is responsible for completing related clerical tasks. Serves as a resource to staff, students, and parents concerning general administrative policies and procedures.
- II. Position Characteristics:**  
Salary: On Schedule  
Length of Contract: School Year - 194 Work Days
- III. Position Relationships:**  
Supervisor: Head of Instruction/Building Principal  
Coordinates with: Charter School board, staff, students, parents, and appropriate outside entities  
Type of Coordination: As directed by administrator or others with coordination responsibilities
- IV. Position Qualifications:**
- A. Required Qualifications:
- High School graduate
  - Recent office experience including experience in transcribing dictation from a Dictaphone
  - High level of experience/training in Word, Access, Excel and other software programs
  - Ability to take accurate Board minutes
  - Ability to maintain budget records
  - Ability to enter purchase orders and receive in orders.
- B. Desired Qualifications:
- Supplemental advanced course work or Associate of Arts degree from a vocational school with emphasis on administrative assistant
  - Ability to utilize Eau Claire Area School District (ECASD) purchasing and accounting system
- C. Special Requirements:
- Ability to work independently with minimal supervision
  - Ability to establish and maintain effective working relationships
  - Ability to acquire and maintain knowledge of grant programs and their operations and policies
  - Ability to conduct business via the telephone in a pleasant, helpful and professional manner
  - Ability to operate a variety of office machines  
Ability to maintain complete/accurate department budgetary records and prepare detailed reports and claims
  - Ability to deal with confidential information in an appropriate manner

## POSITION DESCRIPTION

### V. Position Responsibilities:

- A. Prepare Governance Board agendas, public notices and minutes
- B. Type grades and transcripts
- C. Type correspondence, minutes, suspension, expulsion and court orders
- D. Process purchase requisitions/orders
- E. Order, check- in and coordinate payment for services and material
- F. Over-see transportation request and bills
- G. Assist with claims, grant applications, reports and evaluations
- H. Maintain budgetary/expense records
- I. Maintain school attendance, year-end report, and student record data
- J. Provide secretarial assistance to the Charter School, its Administrator, Building Principal/Head of Operations, and staff
- K. Coordinate clerical tasks for other staff when assigned by the Building Principal/Head of Operations
- L. Attends appropriate meetings, workshops, inservices, etc.
- M. Maintains positive public relations with staff, students, parents, and general public.
- N. Perform other duties as assigned

---

*Eau Claire Area School District  
500 Main Street, Eau Claire, Wisconsin 54701  
(715) 852-3000 Fax (715) 852-3004*

**New:** 5/4/09 (Replaced Montessoi Secretary)  
**Revised:**  
**Location:** R:\Position Descriptions\Classified\Charter School Secretary.doc