

## POSITION DESCRIPTION

<b>TITLE:</b>	Early Learning Secretary	<b>SUPERVISOR:</b>	Early Learning Program Principal
<b>DEPARTMENT:</b>	Early Learning Department	<b>CLASSIFICATION:</b>	Classified

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

**II. Position Characteristics:**

Salary: On Schedule  
Length of Contract: 12 months, flexible schedule as determined by the Early Learning Program Principal. Some evenings required.

**III. Position Relationships:**

Reports to: Early Learning Program Principal  
Coordinates with: Early Learning Department, ECASD staff, Eau Claire 4 Tomorrow community partners, Head Start staff, Student Transit, community organizations, parents and community members.  
Type of Coordination: As directed by supervisor or others with coordination responsibilities.

**IV. Position Qualifications:**

- A. Required Qualifications:  
 High school diploma; recent responsible office experience, including high level of experience and/or training in the Microsoft Office applications including high proficiency in Word, Excel, Access and Outlook software applications; experience in dealing with the public.
- B. Desired Qualifications:  
 Associate Degree from a vocational technical college or supplemental advanced coursework with emphasis in administrative assistant skills, knowledge of district computer programs.
- 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 use and apply modern office methods and equipment, such as word processing systems (minimum of 50 wpm,) desktop publishing, electronic mail and dictation equipment.
  8. Ability to compose letters and prepare clear and detailed reports and written procedures.

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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.

### V. Position Responsibilities:

- A. Serves as secretary to the Early Learning Program Principal and performs clerical assistance for the Early Learning Department.
- B. Composes correspondence as directed by supervisor.
- C. Interviews callers and sets appointments.
- D. Conducts business via the phone in a pleasant, helpful and professional manner.
- E. Coordinates and maintains the Eligibility, Recruitment, Selection, Enrollment and Attendance procedures and efforts for the district Early Learning programs.
- F. Oversees student attendance reports for students in the Eau Claire 4 Tomorrow (EC4T) and Early Learning programs.
- G. Creates district forms and procedures for EC4T and district Early Learning programs.
- H. Maintains a broad knowledge of department and program policies and procedures.
- I. Creates brochures and flyers.
- J. Accurately prepares necessary monthly, quarterly and end of the year reports.
- K. Coordinates transportation arrangements with Student Transit for the Early Learning programs as needed.
- L. Maintains and manages records including electronic databases.
- M. Manages and coordinates clerical tasks with other staff as the workload within the Early Learning Department requires.
- N. Assists the Early Learning Program Principal with the planning and implementation of staff and parent orientations and trainings.
- O. Arranges, prepares and assists with the implementation of monthly and regularly scheduled meetings for department staff and EC4T partners, committees, advisory boards and councils.
- P. Takes notes, composes and maintains minutes for selected meetings.
- Q. Creates and maintains the Early Learning department newsletters.
- R. Coordinates and oversees all job responsibilities and functions of the Business Youth Apprentice students hired by the department.
- S. Trains new staff members hired for clerical duties by the department
- T. Maintains physical and electronic office files.
- U. Participates in selected staff development opportunities.
- V. Performs other duties as assigned.

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**New:** 2/05  
**Revised:** 1/07, 2/08, 02/11 (Position Title – Early Learning Program Principal)  
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