

## JOB DESCRIPTION

<b>Job Title</b>	Head Start Secretary
<b>Department</b>	Early Learning Department
<b>Reports To</b>	Early Learning Program Principal
<b>Classification</b>	Hourly Nonaffiliated
<b>Location</b>	
<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 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.

## Essential Job Functions

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

## Ancillary Job Functions

- Performs other related 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.

- 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.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Traffic control training.
- Experience working with school aged children.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

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

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

- Normal working office environment.

**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.

- Regularly required to talk and hear.
- Frequently required to sit and 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 and reach.
- May be required to lift up to 10 pounds.