

TITLE: eLearning Secretary**Page 1****Employee Group:** Edmonds Association of Office Personnel (Public School Employees)**Reports to:** Reports to Principal**Supervises:** None**FLSA Status:** Non-exempt**Salary Level:** Level D

JOB SUMMARY: The eLearning Secretary provides confidential secretarial support to administrators, counselors, and staff. The Secretary supports the attendance/truancy operations of the eLearning program. Additionally, this position performs a variety of other clerical activities in support of the eLearning program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Serves as the receptionist for the main office. Greets office visitors, answers phone calls, screens calls, and forwards calls. Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.). Receives incoming calls and checks voicemail messages for absent or tardy students.
2. Serves as the first point-of-contact for counselors. Alerts counselors and teachers of information pertaining to students. Organizes materials for counselors and assists others with filling out paperwork. Orders supplies and forms for the counseling office. Reviews daily schedules for counselors and prepares materials for student appointments.
3. Monitors student attendance and coordinates student appeal process. Generates and sends absence reports to administrative staff. Communicates truancy and attendance issues with students/families. Completes truancy referral paperwork. Requests necessary documentation from teachers and submits paperwork for processing. Programs automatic calling system and auto-email messages to contact parents regarding student absences and other school-related information.
4. Maintains confidential student files, schedules, and records. Assists students and counselors with the registration process. Orders, distributes, collects and tracks student progress reports. Creates reports related to school improvement plans. Receives, sorts, and distributes student report cards.
5. Performs a variety of clerical support activities. Drafts, edits and types correspondence. Generates forms, lists, charts, reports and confidential materials. Sends and receives faxes. Reviews newsletters, building calendars, building-based memoranda, digital communications, and other programs. Prepares outgoing mail and distributes incoming mail. Maintains emergency contact information.
6. Provides initial support for distraught students and/or family members in crisis until an administrator or counselor arrives.
7. Maintains regular and consistent attendance. Work must be provided onsite and in person.
8. Performs related duties as assigned.

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REQUIRED QUALIFICATIONS

Education and Experience:

- 18 years of age and hold a high school diploma or equivalent.
- and
- Hold a post-secondary or advanced degree; or
- Earned a minimum of ten (10) relevant college credits; or
- Have three (3) years of relevant experience.

Knowledge, Skills and Abilities:

Knowledge of general secretarial procedures.

Knowledge of correct grammar, spelling and English usage.

Knowledge of Washington State's truancy laws, regulations, and procedures.

Knowledge of Alternative Learning Experience (ALE) programs.

Skill in proofreading for errors.

Skill in maintaining detailed records.

Skill in operating general office machines.

Skill in coordinating and assessing office work flow and ability to make improvements.

Skill in utilizing software, including Microsoft Word, Excel, and Google Workplace apps.

Effective written and oral communication skills.

Ability to establish and maintain effective working relationships with students, families, building staff, District staff and the public.

Ability to operate a computer device and learn the operation of specific software programs.

Ability to set up and maintain an accurate filing system.

Ability to attend to detail and follow tasks through to completion.

Ability to organize, set priorities and work independently.

Ability to remain flexible and work effectively under pressure.

Ability to maintain confidentiality.

Licenses/Special Requirements: Required to complete training in first aid and CPR within 6 months of start date and maintain valid certification.

PREFERRED QUALIFICATIONS

Associate in Arts (AA) degree in a related field is preferred.

WORKING CONDITIONS

Office environment; work requires concentration on detail, dexterity and precision in an environment of constant interruptions. Required to meet deadlines. Prolonged exposure to visual display terminal. Exposed to infectious diseases carried by students. Required to deal with distraught or angry parents and students.

PHYSICAL DEMANDS

Ability to sit for prolonged periods. Frequently required to stand; walk; use fine hand and finger movements (keyboarding); and reach with hands and arms. Occasionally required to lift, carry, push and pull 10-25 lbs.

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DISCLAIMER

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed nor do the statements above list all responsibilities and qualifications of personnel so classified.

CLASSIFICATION HISTORY

Job description prepared by HR: 10/2025.