

**Position Title:**

**Virtual Secretary - 12 Month**

**Supervisor:**

**Virtual Education Principal**

**Purpose:** To provide and assist the Virtual Education Principal and Teachers to develop and grow the virtual education program. The Virtual Secretary will be dedicated, detailed oriented, and have a passion for the job with an ability to reach out to teachers, students and families to create a relationship of mutual trust.

**Duties:**

- Assists in various duties, projects, and requests from Virtual Charter Principal.
- Makes preparations for all Governance Council Board meetings including notices, agendas, minutes, recordings and acts as a liaison for the Governance Board to Superintendent and Principal.
- Maintain and assist with the development of Virtual Education Policies, handbooks, grants, etc. requested by Superintendent and VC Principal.
- Update and maintain the website for Virtual Academy and all social media accounts.
- Create, modify and maintain Thrillshare contacts, messages, and updates.
- Maintain and update Student Records for all Virtual Charter students.
- Create/Enter all new virtual charter students, enter transcripts, create class schedules and enter grades as requested by VC Principal.
- Creates and maintains all Skyward Curriculum Master, Course Master for 600 entity. Create/clone new classes, sections or meets as needed by the directive from the VC Principal.
- Run weekly progress, log in/out reports for virtual charter students. Call or email parents regarding any concerns or lack of participation for their child/student.
- Create and order supplies for Virtual Education program and students.
- Prepare and conduct year-end student management rollover per Ed Fi and WISEid implementations.
- Assists in proctoring all required state testing such as, ACT, Forward, Aspire, etc.
- Prepare and complete DPI Authorizer Annual Report for Virtual Charter.
- Maintain and assist with WISEDATA errors, requests, etc.
- Assists with 3<sup>rd</sup> Friday September and 2<sup>nd</sup> Friday January Student Counts.
- Completes virtual charter monthly student enrollment count spreadsheet.
- Facilitates the ordering of graduation materials as needed.

**Skills:**

- Team Player
- Organized
- Timely
- High Initiative
- Willing to Learn
- Excellent Communication
- Positive
- Trustworthy
- Advanced Computer Skills

Job Description Approved: October 17, 2019