

A. JOB IDENTIFICATION:

TITLE: SCHOOL SECRETARY

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Performs a variety of secretarial and administrative duties to provide necessary support to the school, students and parents while ensuring that integrity of information is maintained and that the office operates efficiently. Work such as word processing, filing, updating student and teacher information and processing mail is performed under the general direction of the School Principal.

C. DUTIES AND RESPONSIBILITIES:

- Perform receptionist's duties by answering telephone inquiries, retrieving voice mail and providing assistance to students, teachers and parents with respect to attendance.
- Update, maintain and verify attendance records and carry out follow-up calls to parents.
- Compile and complete Absentee/Replacement Report daily and fax to the Board Office.
- Compile and retrieve e-mail messages.
- Process purchase requisitions on the SDS system.
- Perform accounting duties such as bank deposits, counting money collected and paying invoices.
- Prepare and verify budget related information.
- Pick up, receive, sort and distribute incoming and outgoing mail. Receive and unpack supplies, materials and books and stamp with logo as required.
- Collate, distribute, enter computer data and file items such as letters, transcripts, exams, Student Information Sheets and transcripts.
- Prepare correspondence, forms, reports, news bulletins, suspension letters, etc.
- Assist with the preparation, production, verification and distribution of Student Report Cards from the information provided by teaching staff and schedule interviews if necessary.
- Complete attendance forms and issue newsletters to parents.
- Responsible for the production and printing of class lists as well as graduation diplomas.
- Prepare, complete and distribute the Student Directory on an annual basis.
- Maintain and ensure that the University and College file is kept current as information is provided.
- Operate equipment such as the computer, telephone, fax machine, public address system, calculator and photocopier and make certain the maintenance of these machines are kept in order (adding toner, calling for service, troubleshooting for photocopy machine).
- Assist with first aid procedures, and secure further assistance under the guidance of the Principal.
- Complete information to be sent to the Health Unit.
- Order and maintain supplies, materials, books and keep inventories as requested.
- Compile, verify and complete Ministry, Board and School Reports as directed by the Principal.
- Perform other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- Secondary School Diploma and one (1) year relevant post secondary diploma.
- Experience with Maplewood Attendance and Scheduling and the School Banking Program.
- Two (2) years secretarial experience with proficiency in various computer applications such as Microsoft Word, Excel, E-mail and Internet experience.

Incumbent Signature

Principal