

2.0. Human Resources

2.B. Position Descriptions

SECRETARY

Policy Reference: EL-1.2

Under the direction and supervision of the Principal of the school, the school Secretary shall be responsible for the secretarial and clerical duties required to conduct the effective and efficient operation of the school administration office. Must have a keyboarding speed of 50 wpm, computer experience (word processing and/or database management), and strong interpersonal and organizational skills. Must conduct day-to-day business in a professional manner with particular respect for confidentiality regarding staff and students.

RESPONSIBILITIES and DUTIES

1.0 Act as a receptionist

- 1.1 Answer telephone, relay information or transfer calls to the appropriate individual
- 1.2 Greet visitors, parents/guardians, social service personnel, answer questions and/or direct them to the appropriate individuals to meet their needs
- 1.3 Contact parents/guardians of absent students as directed

2.0 Perform various administrative duties

- 2.1 Schedule appointments for the Principal and staff and keep them advised of all meetings and appointments
- 2.2 Reserve meeting rooms and other facilities requested for use by the staff, continuing education and community groups
- 2.3 Compose routine correspondence for the administrator and teachers regarding general inquiries
- 2.4 Assist with the scheduling of parent/teacher interviews as required
- 2.5 Produce weekly and monthly calendars of events where applicable

3.0 Perform general clerical duties

- 3.1 Type correspondence, meeting minutes, agendas, newsletters, programs, etc.
- 3.2 Take dictation
- 3.3 Maintain a filing system for all correspondence, reports, etc.
- 3.4 Maintain required files for all students including the electronic database for student management
- 3.5 Complete all required records for students (e.g. cumulative files, classroom files, attendance, marks, provincial EIS data)
- 3.6 Photocopy materials as required by administration

- 3.7 Maintain records of and process all month end forms, e.g. enrollments, school reports, staff absentee reports, student attendance forms, pupil enrollment figures, etc., and distribute appropriately
- 3.8 Research and forward requests for marks of former students
- 3.9 Develop and maintain computerized records

- 4.0 **Handling of mail**
 - 4.1 Sort and route mail and deliveries received by courier, post office, fax, e-mail, etc., to appropriate personnel
 - 4.2 Prepare outgoing mail

- 5.0 **Budget Process**
 - 5.1 Process purchase orders authorized by the administrator and mail to division office
 - 5.2 Receive and acknowledge receipt of orders and confirm with division office
 - 5.3 Maintain records of purchases, receipts of goods
 - 5.4 Maintain records of all purchases made by way of petty cash fund and process reports for administration office for maintenance of the petty cash fund
 - 5.5 Advise appropriate personnel of incoming purchases for inventory control and maintenance (e.g. librarian should be informed of computer software)
 - 5.6 Maintain a sufficient supply of office supplies
 - 5.7 Maintain school budget records
 - 5.8 Gather information for price comparisons as directed

- 6.0 **Maintain school funds**
 - 6.1 Record and process accounts payable and accounts receivable for all school funds in collaboration with the administration
 - 6.2 Process orders, payments and maintain records of student funds, e.g. picture funds, fundraising, breakfast and lunch programs

- 7.0 **Perform other general duties**
 - 7.1 Read announcements over the PA system when required
 - 7.2 Maintain and update annual inventory and submit to division office
 - 7.3 Train and supervise work experience students stationed in the school office
 - 7.4 Book substitute teachers
 - 7.5 Book extracurricular buses and drivers