



## IDENTIFICATION

Department	Position Title	
Beaufort Delta Education Council	School Secretary	
Position Number	Community	Division/Region
92-15711	Paulatuk	Beaufort Delta

## PURPOSE OF THE POSITION

The School Secretary is responsible for the provision of reception, administrative and clerical support to the school administrators and school employees and students in accordance with GNWT acts, regulations, BDEC policies and procedures. The incumbent supports the effective delivery of school programming.

## SCOPE

The Beaufort Delta Education Council is the governing body appointed by the Minister of Education, Culture and Employment to provide governance, leadership and set policies for the Education Council. BDEC consists of one member from each of the 9 District Education Authorities (DEAs) that represent the communities of Inuvik, Aklavik, Tuktoyaktuk, Sachs Harbour, Paulatuk, Ulukhaktok, Tsiigehtchic and Fort McPherson and one selected member from the Gwich'in Tribal Council (GTC) and Inuvialuit Regional Corporation (IRC).

BDEC serves approximately 1800 students in 9 schools, is responsible for a staff of approximately 200 administrators, teachers and support staff and a budget of approximately \$30 million. The Superintendent and BDEC staff provides professional advice, educational, administrative, technical and financial services support and assistance to BDEC, DEAs, school administrators and staff, stakeholders, members of the public and particularly students and their families in order to ensure the delivery of quality educational programs and services within the district.

This position is located in the local school and reports to the Principal. He/she is responsible for providing secretarial, administrative and clerical services.

The School Secretary contributes to the effective administrative operations of BDEC, the DEA and the school by ensuring a smooth flow of correspondence, reports, leave forms, time sheets, casual staffing actions and purchasing documents is maintained. Providing appropriate documentation ensures that casual staff is paid in a timely manner and that vendor and supplies are paid within established time limits.

The School Secretary's ability to communicate both orally and in writing with staff, students, parents, the general public and other government departments has a direct impact on the school's ability to do business as he/she is often the first point of contact. Misinformation or the release of confidential information may seriously erode public confidence in the school. Timely decision making, such as the appropriate response to students in need of medical treatment, impacts on the physical and emotional wellbeing of the students.

As a member of the school team the incumbent works closely with the administrative and school staff. The incumbent is the first point of contact for clients coming into the school. The incumbent greets and directs visitors to the office to the appropriate person or service, answers and forwards telephone calls, takes messages, schedules appointments and performs related clerical duties including responding to visitors inquiries and requests for information.

The incumbent responds to approximately several telephone calls per day. The incumbent is responsible for the distribution and circulation of a large volume of documents, i.e: letters, reports, faxes and forms per year.

The incumbent is responsible for general office duties including preparation of correspondence, maintenance of records management system, operation of office equipment, answering telephones and performing administrative duties of a general nature that support the day-to-day operation of the school.

The School Secretary provides support and assistance to the School Principal, staff, DEA, members of the public, and particularly, students and their families by ensuring communication channels are optimized and effective and efficient administrative operations are carried out.

## **RESPONSIBILITIES**

The specific duties of the School Secretary will be determined by the Principal based on the needs of the students and staff within the school. These duties vary from year to year and from time to time. In general, these duties will include, but may not be limited to, the following:

### **1. Provides administrative services to maintain efficient operations of the school by:**

- Maintaining student records as required by School Administration.
- Filing correspondence on appropriate files so that information is easily retrieved.
- Recording and preparing minutes and summary accounts of meetings.
- Receiving and opening all mail, date stamping, sorting, and delivering to the appropriate party.

- Obtaining files, documents and background information as per specific instructions, registering new students, requesting records, and forwarding same.
- Recording and compiling staff attendance during each month.
- Completing attendance summaries, ensuring leave forms are attached and submitting to Principal for approval at the end of each month.
- Assisting in the preparation and submission of casual staffing actions.
- Composing routine correspondence (acknowledgements/replies).
- Proof reading and correcting printed material.
- Operating computers to produce spreadsheets, documents, enter data, use e-mail.
- Maintaining an up to date filing system and ensuring confidentiality of files where applicable.
- Supporting activities of the above responsibility.

**2. Performs receptionist functions to provide communication between the school and the community by:**

- Maintaining a stable office atmosphere.
- Screening incoming telephone calls and replies, and responding, redirecting or referring to the appropriate party.
- Contacting parents, the general public and other government departments or agencies as required.
- Receiving parents, general public, and government employees and assisting, directing or referring them to the appropriate party.
- Arranging appointments as necessary.
- Assisting students as required.
- Receiving and verifying deliveries.
- Providing First Aid assistance to students when required.

**3. Provide clerical support by:**

- Preparing requisitions, ascertaining prices/supplies, receiving and verifying goods.
- Purchasing supplies locally (LCA, petty cash).
- Recording and maintaining school financial accounts.
- Reconciling petty cash.
- Inventory of supplies.

**4. Maintains the office filing system by recording and tracking documents for the school.**

- Issuing official receipts for all incoming cheques/cash and submitting of same to BDEC
- Ensures school reports (monthly, accident, excursion, others) are sent to BDEC
- Recording and maintaining telephone directories (internal - Schools & DEAs, government offices and others); ensuring that all concerned are given an updated list as changed;
- Ensuring that all general office files are filed properly, kept up-to-date and confidentiality is maintained.

**5. Provides Front Desk Security and Safety services for the school.**

- Assesses any disruptive, suspicious or potentially threatening clients and uses judgment to initiate proper course of action.
- Deals with emergency situations.
- Ensures the mailbag is locked in the safe each evening.
- Locks and unlocks client file cabinets as per established protocol.
- Acts as Deputy Floor Warden as part of the Occupational Health and Safety Committee

**6. Maintains the Departmental records management system.**

- Maintains all records in accordance with all requirements under the Office Records Classification System (ORCS) and Archive Records Classification System (ARCS).
- Ensures staffs are advised of correct records management procedures.
- Works closely with the Coordinator, Records and Access to Information to ensure ORCS and ARCS are implemented correctly.
- Responds with urgency to all Access to Information Requests.
- Works closely with Public Works and Services staff to ensure orderly record storage retrieval, and shipping to the warehouse; and
- Initiates records management, storage and retrieval of departmental records.
- Ensures all files are maintained according to Records Management requirements.

**7. Performs other duties as assigned by the Principal and/or Vice Principal.**

**WORKING CONDITIONS**

**Physical Demands**

The incumbent will spend long hours sitting and using office equipment and computers which can cause muscle strain. The incumbent will also have to do some lifting of supplies and materials from time to time.

**Environmental Conditions**

The incumbent is located in a busy, open office, constant interruptions by telephone walk in clients, parents, students and the DEA make the environment disruptive at times. Certain students may display inappropriate behaviors such as abusive language or disrespect.

**Sensory Demands**

Sensory demands include the use of the computer, which may cause eye strain and occasional headaches. Hearing is used to determine nuances in a voice which may assist the incumbent in determining the level of stress, or distress a teacher, student or parent may be experiencing while talking with them in the office or on the phone.

**Mental Demands**

There are a number of deadlines associated with this position which may cause significant stress. Mental effort of a consistent/continuous nature is required for short periods each day

to provide time to complete tasks. Unusual problems can occur with great frequency demanding immediate attention. The cumulative effect could result in mental and emotional fatigue.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of various computer programs and ability to operate a desktop and must be familiar with Microsoft Office (Word, Excel, Outlook, PowerPoint);
- Strong organizational and time management skills and ability to organize time;
- Effectively, multi-task, organize and prioritize own workload in order to meet deadlines;
- Strong interpersonal communication skills to deal productively and effectively with staff, students, parents, general public, and community members;
- Ability to communicate effectively verbally and in writing;
- Ability to deal with interruption and tight deadlines;
- Ability to understand and carry out detailed instructions;
- Ability to concentrate and listen for lengthy periods of time;
- Ability to record, format and compile information accurately;
- Ability to take and transcribe minutes; ability to type 50 words per minute;
- Ability to maintain confidentiality and demonstrate a high degree of tact, discretion and diplomacy while working in a fast paced environment is critical;
- Ability to operate a desktop in order to maintain the public computers, send and receive electronic mail, perform word processing and access information over the Internet;
- Familiarity with the ARCS/ORCS filing systems, in accordance to the GNWT-wide legislation and ability to maintain a Records Management System, and
- An ability to participate willingly and support team decisions (good team player).

### **Typically, the above qualifications would be attained by:**

The incumbent would normally attain the required knowledge and skills through completion of a two-year Post-secondary Administration Program combined with a minimum of three years related administrative experience. Equivalences will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security (check one)**

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

#### **French language (check one if applicable)**

French required (must identify required level below)

Level required for this Designated Position is:

**ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)   
 French preferred

**Indigenous language:** Select language

Required  
 Preferred