



Tłchq Community Services Agency
Dy Nàke Lanl Nàts'etso • Strong Like Two People

IDENTIFICATION

Department	Position Title	
Tłchq Community Services Agency	Secretary	
Position Number	Community	Division/Region
94-11531	Behchokò-Edzo	Education/Tłchq

PURPOSE OF THE POSITION

The Secretary provides confidential secretarial, administrative, financial and client support services to the Principal, Vice Principal, staff and students of the school in order to assist with the effective and efficient operation of the school. The Secretary must abide by the *Education Act* and the policies and procedures of the division, district and school.

SCOPE

Located in Behchokò-Edzo, the Secretary typically reports to the Principal and is responsible for providing confidential secretarial, administrative and financial support services to the Principal, Vice Principal and staff of the School. The Secretary is also responsible for providing administrative assistance and client support to the Schools' students, their families and members of the public.

The Secretary is responsible for maintaining the student records system and the leave management system for staff. The position is also responsible for managing financial administration within the school including tracking budgets.

Providing these services in an effective manner will have a direct impact on the ability of the school administration and staff to complete their own responsibilities in a timely and orderly manner. It will also have a direct impact on the students and families of the school.

RESPONSIBILITIES

- 1. Under the direction of the Principal, provide timely and confidential secretarial services for the school in order to maintain effective and orderly operations.**

- Prepare correspondence, reports and documents using a variety of computer software programs including word-processing, databases and spreadsheets
 - Provide receptionist services by greeting visitors, providing information, directing callers and taking messages
 - Maintain order in a very busy office environment
 - Make travel arrangements and complete associated forms
 - Maintain the office filing system
 - Schedule appointments and arrange meetings and conferences
 - Take minutes at staff and other meetings
 - Design and produce forms and other materials as required by the Principal
 - Photocopy documents and materials
 - Control and maintain office equipment including photocopiers and fax machines
 - Sort and distribute the mail
- 2. Provide administrative assistance and client support services for students, their families and members of the public to ensure clients are well served by the school.**
- Receive a large volume of phone calls and inquiries from students, family members and the public
 - Greet visitors and provide information
 - Take and relay messages
 - Respond to students, family and public requests as appropriate
 - Arrange parent teacher interview times
 - Provide administrative services for the Parent Advisory Committee
 - Supervise students who are visiting or have been sent to the office
 - Provide a positive and caring environment by attending to the emotional, social and behavioral needs of students who may be in distress
- 3. Participate in supervisory and extra-curricular activities in order to provide opportunities for all students to become active in cultural, sport and other activities and events.**
- Supervise students in the school, on the school ground and in other locations
 - Patrol school grounds and halls at recess and lunch hour as per duty schedule
 - Supervise students getting on or off the buses
 - Monitor students on field trips and during extra-curricular activities
 - Attend committees (i.e. literacy, beautification, etc.)
 - Participate in staff meetings
 - Take advantage of personal skills that could benefit students through participation in extracurricular activities
 - Seek out work to be completed as time permits
- 4. Maintain student records in order to ensure an accurate and update registry of students and student achievement.**
- Register all incoming students
 - Enter and update all personal and biographical information on students in the computerized student management system and on the rotary card filing system
 - Maintain student attendance records on a daily basis and maintain student record files

- Produce month end student attendance reports and student registration and achievement reports as required
- Ensure the accuracy of student enrollment for budget allocations for the coming year

5. Provide administrative support in order to maintain accurate and up to date information.

- Complete monthly reports on student enrollment, staff absences, casual staff hired and cost of casual staff
- Pick up and distribute salary cheques for school staff
- Ensure leave forms are completed, approved and entered into the computerized leave management system
- Verify the accuracy of leave credits for staff
- Prepare leave reports and maintain the leave management system
- Verify all long distance calls made from the school
- Prepare casual and substitute teacher pay forms for approval
- Maintain an up to date inventory list of all school equipment
- Contact appropriate agencies concerning school or equipment repairs

6. Maintain financial administration to ensure all school accounts and budgets are accurate and up to date.

- Maintain an accurate record of all school budgets and expenditures
- Prepare monthly budget reports
- Manage the purchasing of all classroom, janitorial and office materials and supplies
- Check supplies, type purchase orders, order supplies and follow up on orders received
- Forward invoices to the DEA or Divisional Office for payment
- Maintain computerized and manual accounts for various student activities (i.e. fundraising activities, book fairs, etc.)
- Safeguard, record and deposit all cash and cheques received for school activities

7. Provide minor first aid to students when necessary and inform the Principal and parents of the need for medical attention.

- Apply first aid for students as required
- Coordinate emergency response for critical situations
- Arrange for transportation of students who require medical attention
- Advise the Principal and parents of medical situations

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of secretarial, administrative and office procedures, including records management systems.
- Basic knowledge of bookkeeping and purchasing procedures.
- Knowledge of the goals, objectives and operations of the school.
- Excellent computer and word-processing, spreadsheet, database, leave and attendance and student record management systems.
- Strong interpersonal skills, dealing effectively with staff, students, parents and the public.
- Ability to maintain strict confidentiality of records and information.
- Respectful understanding of local people and cultures of the community.
- Ability to be organized and manage time, and manage deadline stress.
- Able to make decisions and solve problems within the scope of the job.

Typically, the above qualifications would be attained by:

The completion of Grade 10 combined with completion of a Secretarial Arts or Office Procedures Program and/or related secretarial experience. Equivalencies will be considered.

ADDITIONAL REQUIREMENTS

Must have First Aid and CPR Certification.

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: Tlicho

☐ Required

☒ Preferred