



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Commission scolaire francophone des TNO	School Secretary	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
95-10460	Yellowknife	École Allain St-Cyr

## **PURPOSE OF THE POSITION**

The School Secretary is responsible for the provision of timely, courteous and efficient secretarial services for École Allain St-Cyr.

## **SCOPE**

The School Secretary reports to the Principal and provides administrative and receptionist services. The effectiveness of the school's administration and operation and the support services for students, staff and parents depend on the efficiency of those services.

## **RESPONSIBILITIES**

### **1. Provide secretarial services for the operation of the school and the school board in order to ensure that administrative operations run smoothly.**

- Prepare monthly calendars and daily information sheets.
- Input and update student demographic and attendance information.
- Maintain current class lists.
- Prepare, organize and update information in cumulative records.
- Request cumulative records for new students and prepare same for students who have left the school.
- Schedule parent-teacher conferences.
- Prepare month-end student attendance report.
- Process student academic information (profiles, attendance, marks, report cards, honour rolls).
- Assist in preparing monthly/yearly enrolment reports for the Commission scolaire francophone des TNO.

- Provide information to parents on enrolling their children and ensure that information on registration forms is complete and accurate.
- Order books, materials and supplies to ensure the smooth operation of the school.
- Assist in drafting weekly/monthly newsletters to parents.
- Prepare month-end activity reports.
- Maintain teacher attendance report and look after substitute teacher payroll sheet.
- Maintain inventory records.
- Prepare student/staff/parent handbooks.
- Assist in preparing class timetables, school activities and supervision schedules.

## **2. Provide secretarial and receptionist services to the Principal.**

- Greet visitors, provide information and direct them to the appropriate personnel.
- Keep visitor log.
- Receive telephone calls and answer enquiries from parents, students, teachers and the Commission scolaire francophone des TNO.
- Follow up with parents daily regarding any unexplained absences.
- Relay messages from parents to students and staff.
- Provide first aid to students.
- Open and distribute daily mail.
- Look after daily correspondence (typing letters, filing, photocopying) and complete forms (injury, illness, attendance).
- Prepare and maintain procedural and instructional manuals regarding secretarial duties and role.
- Maintain and oversee the school's Web portal (e.g., Facebook page, website).
- Serve as recording secretary at staff meetings.

## **3. Manage the school's financial activities to ensure their compliance with the school board's policies and procedures.**

- Work with comptroller on all financial matters.
- Issue and reconcile cheques.
- Do bank reconciliations and prepare deposits.
- Maintain, collect and deposit school registration funds.
- Deposit funds from fundraising campaigns.
- Manage petty cash and send monthly report to comptroller for accounting and replenishing purposes.
- Verify invoices for goods/services rendered.
- Submit invoices to comptroller for review, accounting and payment.
- Assist in preparing monthly/yearly enrolment reports for the Commission scolaire francophone des TNO.
- Assist in preparing and distributing reports on special projects (e.g., Active After School, Breakfast for Learning, Drop the Pop).
- Maintain entries and expenditures for each budget in the appropriate software (e.g., SAGE, Google Sheets, Serenic).

#### **4. Perform all other duties as required.**

#### **WORKING CONDITIONS**

##### **Physical Demands**

No unusual demands.

##### **Environmental Conditions**

No unusual demands.

##### **Sensory Demands**

No unusual demands.

##### **Mental Demands**

No unusual demands.

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

- Office administration and filing systems
- Accounting and reconciliation principles and practices
- Techniques for maintaining high level of accuracy
- Child development
- School inclusion philosophies
- Community resources and services.
- Excellent interpersonal skills
- Bookkeeping and reconciliation skills
- Analytical and problem-solving skills
- Decision-making skills
- Verbal communication and listening skills
- Attention to detail and high level of accuracy
- Excellent organizational skills
- Information processing skills (spreadsheets, word processing)
- Time management skills.
- Strong people focus
- Team spirit
- Willingness to learn and adapt
- Ability to work independently
- Ability to maintain confidentiality
- Cultural awareness and sensitivity
- Sound work ethic.

#### **Typically, attained by:**

An office administration or secretarial certificate, and at least two years' related experience. The incumbent must have a certificate in first aid or be willing to undergo training.

The incumbent must be fluently bilingual (French/English).  
Equivalent combinations of education and experience 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 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:**

- Required
- Preferred