



IDENTIFICATION

| <i>Position Number</i> | <i>Position Title</i> | |
|-------------------------|---|--------------------|
| 96-11670 | School / District Education Authority Secretary | |
| <i>Department</i> | <i>Division/Region</i> | <i>Location</i> |
| DEHCHO DIV. ED. COUNCIL | DEHCHO | FORT SIMPSON, N.T. |

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result)

This is a support position, designed to facilitate the effective operation of Bompas Elementary School and the Fort Simpson District Education Authority. In most instances the incumbent will be responsible for the first and last contact in communication through the school office. These contacts will serve to convey a positive, accessible image of the school staff and the DEA. The incumbent will report to the DEA Chairperson and to the Bompas Principal on a daily basis.

SCOPE

(Describe in what way the position contributes to and impacts on the organization)

This position would enhance the effectiveness of the school.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished)

ADMINISTRATIVE DUTIES:

Typing, word processing, and publishing correspondence, memoranda, reports, tests, etc. for the Principal, teaching staff, AND THE DEA.

Answer telephone calls, receive visitors at the office and direct these to the proper recipients. Refer staff to appropriate person, office or number when requested.

Maintain a filing system; file incoming, or duplicates of outgoing correspondence, maintain an adequate supply of office forms.

Process requisitions as supplied by the administration, maintain a current record

of requisitions/purchases, record materials as they are received, and distribute materials.

Distribute incoming mail to appropriate recipients, collect and prepare outgoing mail.

Maintain electronic attendance program, including student demographics and prepare parent/teacher schedules.

Prepare and maintain accurate class lists, respond to and forward requests for student files.

Maintain file of school property, including textbooks, issued to students.

Notifies DPW, hospital, and fire brigade of urgent needs within the school.

Pick up and distribute permanent/casual payroll.

Sort mail daily and bring all important correspondence to the immediate attention of the chairperson.

COUNCIL MEETING:

Prepare draft agendas for regular and special meetings for approval of the chairperson.

Prepare and distribute agendas and related materials to members 5 days in advance of regular meetings, extra copies of agendas should be prepared for the public at meetings.

Advertise meetings and special events.

Book the meeting place, and ensure the area is tidy and secure after all meetings.

Attend all meetings of the Council. Duties at meetings include: Preparing and bringing the meeting kit to all meetings, recording minutes, presenting correspondence, delivering financial reports, acting as a resource person to the trustees.

Prepare minutes of the meetings for approval within 7 working days of each meeting, and distribute according to the mailing list.

FINANCIAL MANAGEMENT DUTIES:

BUDGET AND REPORTING:

Maintain financial records accurately in keeping with general accounting standards.

Follow all procedures laid down in the Secretary Treasurers Manual.

Compile information necessary to prepare the annual budget estimates.

Provide timely financial reports for presentation at regular meetings. These reports will include: a monthly breakdown of all expenditures, in all programs, commitments and free balance of all programs, income statements and investment balances.

Maintain financial records in readiness for audit and prepare books for the Board audit when required by the Board.

Submit monthly financial reports and copies of minutes to the Board.

BANKING:

Prepare and distribute cheques for all accounts payable.

Complete monthly bank reconciliation's and maintain short-term bonds to maximize interest earnings on Council funds.

PAYROLL AND TAX RECORDS:

Calculate and maintain payroll records on all Council employees.

Remit monthly source deductions to Receiver General of Canada on a timely basis.

Issue T4 slips, Records of Employment, and all other related documentation in a timely manner.

Maintain Workers' Compensation insurance annually for all employees.

File accident reports as necessary.

Prepare advertisements and documentation packages and set up interviews for employment opportunities.

RESEARCH AND LIASON

Gathers transmits, and exchanges information to facilitate planning, program delivery, and sound community relations.

Establish and maintain channels of communication with individuals, organizations, government departments, Divisional Education Council, and agencies and suppliers within the community and elsewhere.

Facilitate the communication of information to parents, the general public, and others regarding education programs, special events, Education Authority policy, and other matters of concern.

Gathers information as directed and communicates it to the trustees in a suitable

manner.

OTHER RELATED DUTIES

As the need arises and when directed by the Chairperson, the Secretary Treasurer will:

1. Assist in preparing and running DEA activities.
2. Provide other related services when required.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

Secretarial training, Grade 12 or 1st Level CGA or equivalent. Knowledge of NWT forms and procedures. Knowledge of collective agreements in use. Knowledge of student demographics, including families. Experience with computers.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands)

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue.)

May require heavy physical activity such as lifting and hauling of school supplies.

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed)

Environment is generally comfortable with exposure to some children who may be suffering from colds and other contagious illness.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).

Working on computer, (hard on eyes)

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples)

The frequency and occasional complexity of contacts with clients can create stressful working conditions. Performing precision tasks such as typing, filing and requisitioning while fielding demands from clients can be difficult.