



IDENTIFICATION

Department	Position Title	
Sahtu Divisional Education Council	Relief Secretary	
Position Number	Community	Division/Region
98-15762	Délıne	Education/Sahtu

PURPOSE OF THE POSITION

The Relief Secretary is responsible for providing secretarial, clerical and general reception services within ʔehtseo Ayha School to ensure daily functions of school operations are carried out effectively and efficiently, in accordance with Sahtu Divisional Education Council (SDEC) Policies, Procedures and Directives.

SCOPE

The position is located in ʔehtseo Ayha School and reports to the Principal.

The position performs secretarial, clerical and receptionist services for 1 Principal, 13 staff members and functions as the key secretarial support for the Principal. The incumbent works independently within established procedures for the position and may receive written or verbal assignments from the Principal from time to time. The incumbent will also be required to provide administrative data and information to the SDEC central office. The incumbent interacts daily in person and by telephone with staff, students, parents, non-governmental agencies, and the general public.

The incumbent must be proficient in communication skills as this position impacts directly on the level of professionalism of the school and errors could cause communication problems. Breaches of confidentiality, poor decisions, poor quality of work delays in completing tasks and errors made in performing duties could cause financial or legal implications for the school and SDEC.

RESPONSIBILITIES

1. Provide secretarial and clerical support services to the Principal and staff and to ensure daily school operations are efficient and functional.

- Type all correspondence, school reports and requisitions including Student Enrolment Data for the year – as of Sept 30; Student Tracking Data from the past year; Senior Secondary Course Data; Monthly Newsletter; Memos/notices for parents/guardians
- Type as assist with program materials
- Assist in maintaining Cumulative Files /Student Records
- Retrieve and process mail daily, ensuring it is forwarded to the appropriate staff member
- File all correspondence in appropriate file so that information is easily retrieved
- Records and compile daily staff attendance
- Complete staff attendance summary, ensuring all leave forms are attached, and submit to Central Administration office bi-weekly
- Coordinate Parent-Teacher Interview Appointments
- Register all students at the beginning of the school year
- Request cumulative files of new students and mail requested cumulative files for students who have left the school
- Maintain office in a neat and tidy state
- Assist staff with copy machine, PA system, facsimile machine, laminator, laser printer and answering machine

2. Perform receptionist functions, facilitating communication between the school and community.

- Make all school visitors feel welcome
- Answer all inquiries by telephone / in person in a courteous, responsible manner
- Direct all questions which are out of scope to the Principal or appropriate staff member
- Communicate with staff proficiently
- Administer first aid to students as needed – contact Nursing Station and Parents/Guardians
- Informs/contacts parents for unexpected school closures due to weather or other reasons

3. Maintain a current record of all school purchases to ensure school budget is not overspent including assisting with school fundraising projects and events.

- Maintain log/record of all requisitions
- Keep track of back ordered items – contact vendors regarding back orders
- Check all orders against packing slips
- File a copy of each packing slip and submit original to SDEC
- Assist with fund-raising events
- Keep an accurate record of the school fund-raising account debits and expenditures and supervise/control spending of this account

WORKING CONDITIONS

Physical Demands

Normal office environment including strain and sitting for long periods of time working in computer approximately 5 days per week; 5 hours per day.

Incumbent may have to lift heavy boxes consisting of school mail and school supplies.

Environmental Conditions

Incumbent works in a reasonably comfortable work environment. Incumbents' workstation is located in a high traffic area with numerous distractions and interruptions.

Sensory Demands

Sensory demands include use of the computer which may cause eyestrain and occasional headaches. There is a requirement for a high level of speed and accuracy in the completion of tasks associated with this position. The Relief Secretary is exposed to the steady noise of photocopiers and other office machines.

Mental Demands

Mental stress is experienced when dealing with heavy workload and tight deadlines. Incumbent may experience stress and frustration when dealing with irate staff, students and parents. Incumbent must concentrate for reports and composition of correspondence, as workstation is located in a high traffic area.

KNOWLEDGE, SKILLS AND ABILITIES

- Incumbent must have strong interpersonal, oral and written communication skills.
- Incumbent is required to be skilled in the use of a computer and related software applications (Microsoft).
- Incumbent should be familiar with general office equipment.
- Incumbent will possess general office administration experience.
- Ability to manage several tasks simultaneously, be able to prioritize workload and meet deadlines.
- Effective time management, organizational skills and cross-cultural awareness.
- Ability to deal with the general public, staff, parents' and students is essential.

Typically, the above qualifications would be attained by:

Completion of grade 12, 2-year office/secretarial administration and/or two to three years of general office experience. Keyboarding skills should be at a level of 45 words per minute.

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