



IDENTIFICATION

Position Number(s)	Position Title	
78-8452	School Secretary	
Department	Division/Region	Location
Sahtu Divisional Education Council	Chief Albert Wright School/ Sahtu Region	Tulita

PURPOSE OF THE POSITION

To provide secretarial, financial and general reception services for the Chief Albert Wright School Principal and school staff. This is completed by ensuring that the daily functions of the school operations are carried out effectively and efficiently in accordance with the Sahtu Divisional Education Council Policies, Procedures and Divisions.

SCOPE

This position is located in the Chief Albert Wright School, Tulita and reports to the school Principal.

The position is responsible for providing confidential secretarial, administrative and financial support services to the Principal and school staff members. The incumbent works independently within established procedures for the position and may receive written or verbal assignments from the Principal. The incumbent will also be required to provide administrative data and information to the Sahtu Divisional Education Council's central office. The incumbent interacts daily in person and by telephone with staff, students, parents, non-governmental agencies and the general public.

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. 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 Sahtu Divisional Education Council.

RESPONSIBILITIES

- 1. Provide secretarial and clerical support services to the Principal and staff to ensure daily school operations are efficient and functional.**
 - Type all correspondence, school reports and requisitions.
 - Assist with program materials
 - Maintain office filing system, including Cumulative Files / Student Records.
 - Retrieve and process mail daily.
 - Record staff attendance and leave forms, submit Staff Attendance summary to Central Administration Office bi-weekly.
 - Coordinate Parent-Teacher Interview Appointments.
 - Register all students at the beginning of each school year.
 - Request cumulative files of new students and mail requested cumulative files for students who have left the school.
 - Assist staff with copy machine, PA system, etc.

- 2. Perform receptionist functions to provide communication between the school and the community.**
 - Answer or direct all inquiries made by telephone or in person.
 - Greet and direct all school visitors.
 - Inform parents about unexpected school closures due to weather or other reasons.
 - Administer first aid to students as needed – contact Nursing Station and Parents / Guardians.

- 3. Maintain a current record of all school purchases to ensure school budget is not overspent.**
 - Maintain record of all requisitions.
 - Record all Purchase order numbers, keep track of back orders, verify against packing slips, copy slips and submit originals 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.
 - Coordinate School Pictures / Photographer.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively, both orally and in writing.
- Knowledge of computers and related software applications (Microsoft Office, Internet Browsers,)
- Knowledge of general office equipment.
- Ability to manage several tasks simultaneously
- Ability to prioritize workloads and meet deadlines.
- Ability to deal with the general public, staff, parents and students is essential

- Ability to type at a minimum of 45 words per minute
- Effective time management
- Organizational skills
- Cross cultural awareness

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

Completion of grade 12, two years office / secretarial administration and/or two to three years of general office experience.

WORKING CONDITIONS

Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands

Mental Demands

Incumbent may experience stress when dealing with irate staff, students and parents.

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

Official Language Considerations (check one)

- Not required
- Bilingual required (state language): _____