

**IDENTIFICATION**

<b>Position Number</b>	<b>Position Title</b>	
78-8453	School Secretary	
<b>Department</b>	<b>Division/Region</b>	<b>Location</b>
Sahtu Divisional Education Council		Norman Wells

**PURPOSE OF THE POSITION**

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

To provide secretarial, clerical and general reception services for the Mackenzie Mountain 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 Directives.

**SCOPE**

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

This position is located in the Mackenzie Mountain School and reports to the school Principal.

The position performs secretarial, clerical and receptionist services for 1 Principal, and 17 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 Sahtu Divisional Education Council's central office. The incumbent interacts daily in person and by telephone with staff, students, parents, non-government 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 Sahtu Divisional Education Council.

**RESPONSIBILITIES**

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

- A. Provide secretarial support services to the Principal and staff to facilitate the efficient operation of the school,**

**MAIN ACTIVITIES**

1. 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 Newsletters; Memos / notices for parents / guardians
2. Type and assist with program materials
3. Assist in maintaining Cumulative Files / Student Records
4. Retrieve and process mail daily, ensuring it is forwarded to appropriate staff member(s)
5. File all correspondence in appropriate file so that information is easily retrieved.
6. Record and compile daily staff and student attendance
7. Complete Staff Attendance Summary, ensuring all leave forms are attached, and submit to the Sahtu Divisional Education Council bi-weekly.
8. Coordinate parent-teacher interview appointments.
9. Register all students at the beginning of each school year and new students throughout the school year.
10. Request cumulative files of new students and mail requested cumulative files for students who have left the school.
11. Maintain the office in a neat and tidy state.
12. Assist staff with copy machine, PA System, facsimile machine, laminator, laser printer and answering machine.
13. Organize and prepare for Monthly Assembly – certificates and awards

- B. Maintain an up-to-date record of all school purchases to ensure school budget is not overspent including assisting with school fundraising projects and events.**

**MAIN ACTIVITIES**

1. Maintain log / record of all requisitions.
2. Record all Purchase Order numbers (make copies of each P.O.)
3. Keep track of back ordered items – contact vendors regarding back orders.
4. Check all orders against packing slips.
5. File a copy of each packing slip and submit original to SDEC.
6. Assist with Fundraising events.
7. Keep an accurate record of the school Fundraising Account debits and expenditures, supervise / control spending of this account, communicate all spending from this account to the Principal.
8. Perform bookkeeping duties including handling monies / making financial reports.

- C. Perform receptionist duties to facilitate communication within the school, and between the school and the community.**

**MAIN ACTIVITIES**

1. Make all school callers / visitors feel welcome.
2. Ensure all school visitors check in at the office before proceeding into the school.
3. Answer all inquiries by telephone / in person in a courteous, responsible manner.
4. Direct all questions, which cannot be handled at this level, to the Principal or appropriate staff member.
5. Contact parents regarding student absences and / or late arrivals to school and communicate this information to the appropriate staff members.
6. Communicate with staff proficiently and courteously.
7. Administer first aid to students as needed – contact Nursing Station and parents / guardians.
8. Inform / contact parents for unexpected school closures due to weather or other reasons.

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

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

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 can be obtained by completion of Grade 12, a 2-year office / secretarial administration program and / or two to three years of general office experience. Keyboarding skills should be at a level of 45 words per minute.

### **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)

The incumbent's workstation is located in the School Office which is a busy place full of activity requiring the attention of someone who is alert, flexible and able to multitask. The incumbent must be able to quickly and effectively respond to the questions and demands of students, staff, and the general public.

### **Physical Demands**

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

Normal office environment including strain and sitting for long periods of time working on 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**

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

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

### **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).

### **Mental Demands**

(Indicate conditions that may lead to mental or emotional fatigue.)

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.

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TO:8675872173

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JAN-25-2006 16:06 FROM:SAHTU DIVISIONAL EDU 8675873467

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**D. Perform related clerical duties and administrative duties as required.**

**MAIN ACTIVITIES**

1. Coordinate school pictures / photographer.
2. Attend all staff meetings and record meeting minutes.
3. Establish and maintain positive and effective working relationships with all staff and the general public.
4. Work well both independently and within a team.
5. Work within all deadlines.
6. Be able to multitask and work within a busy office environment.
7. Treat information, data and records confidentially.
8. Be able to follow complex oral and written directions.
9. Operate with initiative in all activities and duties.
10. Communicate effectively both orally and in writing using tact, patience and courtesy.