



## **South Slave Divisional Education Council**

### **School Secretary Position Description**

#### ***South Slave Divisional Education Council***

The South Slave Divisional Education Council strives to provide relevant programs and resources to the students of the South Slave communities so they may fulfill individual education goals and become contributing members of society.

## **IDENTIFICATION**

Job Title: School Secretary	Location: Fort Smith	School/Office:
Position Number: 99 0729		

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The School Secretary provides confidential secretarial, administrative, financial and client support services to the Principal, Vice Principal, staff and students of the school in order to assist with the effective and efficient operation of the school. The School Secretary must abide by the Education Act and the policies and procedures of the division, district and school.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The School Secretary reports to the Principal and is responsible for providing confidential secretarial, administrative and financial support services to the Principal, Vice Principal and staff of the School. The Secretary is also responsible for providing administrative assistance and client support to the Schools' students, their families and members of the public.

The School has a current staff of \_\_\_\_ with a student population of \_\_\_\_\_. The Secretary is responsible for maintaining the student records system and the leave management system for staff. He/she is also responsible for managing financial administration within the school including tracking approximately \$\_\_\_\_,000 of school funds in 10 to 15 different budgets.

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.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Under the direction of the Principal, provide timely and confidential secretarial services for the school in order to maintain effective and orderly operations

### **Main Activities:**

- Prepare correspondence, reports and documents using a variety of computer software programs including word-processing, databases and spreadsheets
- Provide receptionist services by greeting visitors, providing information, directing callers and taking messages
- Maintain order in a very busy office environment
- Make travel arrangements and complete associated forms
- Maintain the office filing system
- Schedule appointments and arrange meetings and conferences
- Take minutes at staff and other meetings
- Design and produce forms and other materials as required by the Principal
- Photocopy documents and materials
- Control and maintain office equipment including photocopiers and fax machines
- Sort and distribute the mail

2. Provide administrative assistance and client support services for students, their families and members of the public to ensure clients are well served by the school

### **Main Activities:**

- Receive a large volume of phone calls and inquiries from students, family members and the public
- Greet visitors and provide information
- Take and relay messages
- Respond to students, family and public requests as appropriate
- Arrange parent teacher interview times
- Provide administrative services for the Parent Advisory Committee
- Supervise students who are visiting or have been sent to the office
- Provide a positive and caring environment by attending to the emotional, social and behavioral needs of students who may be in distress

3. Participate in supervisory and extra-curricular activities in order to provide opportunities for all students to become active in cultural, sport and other activities and events

### **Main Activities:**

- Supervise students in the school, on the school ground and in other locations
- Patrol school grounds and halls at recess and lunch hour as per duty schedule
- Supervise students getting on or off the buses
- Monitor students on field trips and during extra-curricular activities

- Attend committees (i.e. literacy, beautification, etc.)
- Participate in staff meetings
- Take advantage of personal skills that could benefit students through participation in extra curricular activities
- Seek out work to be completed as time permits

4. Maintain student records in order to ensure an accurate and up date registry of students and student achievement

Main Activities:

- Register all incoming students
- Enter and update all personal and biographical information on students in the computerized student management system and on the rotary card filing system
- Maintain student attendance records on a daily basis and maintain student record files
- Produce month end student attendance reports and student registration and achievement reports as required
- Ensure the accuracy of student enrollment for budget allocations for the coming year

5. Provide administrative support in order to maintain accurate and up to date information

Main Activities:

- Complete monthly reports on student enrollment, staff absences, casual staff hired and cost of casual staff
- Pick up and distribute salary cheques for school staff
- Ensure leave forms are completed, approved and entered into the computerized leave management system
- Verify the accuracy of leave credits for staff
- Prepare leave reports and maintain the leave management system
- Verify all long distance calls made from the school
- Prepare casual and substitute teacher pay forms for approval
- Maintain an up to date inventory list of all school equipment
- Contact appropriate agencies concerning school or equipment repairs

6. Maintain financial administration to ensure all school accounts and budgets are accurate and up to date

Main Activities:

- Maintain an accurate record of all school budgets and expenditures
- Prepare monthly budget reports
- Manage the purchasing of all classroom, janitorial and office materials and supplies
- Check supplies, type purchase orders, order supplies and follow up on orders received
- Forward invoices to the DEA or Divisional Office for payment
- Maintain computerized and manual accounts for various student activities (i.e. fundraising activities, book fairs, etc)
- Safeguard, record and deposit all cash and cheques received for school activities

7. Provide minor first aid to students when necessary and inform the Principal and parents of the need for medical attention

Main Activities:

- Apply first aid for students as required
- Coordinate emergency response for critical situations
- Arrange for transportation of students who require medical attention
- Advise the Principal and parents of medical situations

8. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge and Abilities**

The incumbent requires a sound knowledge of secretarial, administrative and office procedures including records management systems. He/she must have a basic knowledge of bookkeeping and purchasing procedures. He/she must have very good computer skills including the ability to operate word-processing, spreadsheet, database, leave and attendance and student records management systems. The incumbent must be able to deal effectively with staff, students, parents and the public, at times under difficult circumstances, and maintain strict confidentiality of student and staff records and files. The incumbent requires a high level of accuracy under pressure situations. He/she must have First Aid and CPR Certification. The incumbent requires knowledge of the goals, objectives and operations of the school and the District Education Authority as well as the local people and cultures of the community. The ability to speak the local Aboriginal language is a definite asset.

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ excellent interpersonal skills
- ✓ effective negotiation and consultation skills
- ✓ team building
- ✓ bookkeeping skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills and written communications skills
- ✓ conflict management and resolution skills
- ✓ computer skills including the ability to operate word-processing, spreadsheet and database programs, leave management and student records systems, and e-mail and Internet applications at a highly proficient level
- ✓ stress management skills
- ✓ organizational and time management skills
- ✓ ability to work in a multi-cultural setting with young people, staff and parents

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the School Secretary. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be empathetic to student needs and circumstances
- ✓ be positive and respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ be self-motivated, demonstrate sound work ethics and act as a role model for students
- ✓ be reliable and able to work with minimum supervision
- ✓ maintain a high commitment to benefits of education
- ✓ be dependable, self-motivated, demonstrate sound work ethics and act as a role model for students

The incumbent would normally attain the required knowledge and skills through completion of Grade 10 combined with completion of a Secretarial Arts or Office Procedures Program and/or related secretarial experience. Equivalencies will be considered.

## **WORKING CONDITIONS**

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

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The School Secretary position requires significant physical effort. He/she must spend a major portion of the day attending the reception desk, receiving and stocking supplies and moving about the school. At times, the incumbent will be expected to lift heavy items such as books and supplies. The incumbent is faced with constant interruptions, which can lead to physical and mental fatigue.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The School Secretary works in a very busy and hectic office environment. The incumbent is faced with constant interruptions. Contact with students, parents or others can be difficult as the School Secretary is the first point of contact. The School Secretary must also administer minor first aid and may be exposed to blood or other medical situations.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

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 School Secretary is exposed to the steady noise of photocopiers and other office machines.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The number of interruptions is often a cause of stress and fatigue. He/she is also faced with constant deadlines. Stress is caused by the volume of work, the number of people the incumbent must interact with, the need to meet tight deadlines, and conflicting priorities. Emotional stress can also be caused by the fact that the School Secretary is often the first point of contact, and expected to attend to the social, emotional and physical needs of students.