

## **SECRETARY 11**

### **PURPOSE:**

This position performs a variety of secretarial and office related functions including typical secretarial and receptionist duties in addition to more complex duties such as financial, student-related, and organizational functions. This position provides support to administrative, professional, and support staff as well as school-related clients and in doing so must always ensure the safety and security of confidential material.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Perform standardized clerical, record keeping, data entry, report generation, completion of forms, minute taking, and filing duties.
- ⇒ Operate computer-based programs for accounting, student, and personnel information as required.
- ⇒ Prepare various documents as required.
- ⇒ Receive and screen all inbound telephone calls and visitors to the office and respond to, refer, or redirect as applicable.
- ⇒ Process, prepare, and distribute mail on a daily basis if required.
- ⇒ Maintain databases such as student information, marks, attendance, school fees, and other reports as necessary.
- ⇒ Prepare requisitions for materials and supplies, check orders received, and maintain an inventory of all materials and supplies.
- ⇒ Schedule appointments and meetings and maintain daily itineraries for administrative and professional staff.
- ⇒ Assist administrative and professional staff with the preparation of special functions such as presentations, awards presentations, graduations, and inservice training.
- ⇒ Handle requests for current student records from other schools or divisions.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

### **Duties specific to schools:**

- ⇒ Follow up on student attendance and absentees.
- ⇒ Assist in arranging substitutes for staff replacements when required.
- ⇒ Process all staff absences and forward required information to the Education Centre.
- ⇒ Perform the financial functions required to maintain school based financial records.
- ⇒ Maintain accurate student records such as registrations, student attendance, transfers and withdrawals, and correspondence, as well as update the Student Data System (SDS) at the school and provincial level.
- ⇒ Submit Division IV marks and all necessary documents to the Ministry of Education through the SDS system.
- ⇒ May be assigned to specialized duties such as attendance, timetabling, and student services.

**Duties specific Education Centre:**

- ⇒ Assist consultants in the organization of inservices, etc.
- ⇒ Provide support for computer programs if required.
- ⇒ Design and prepare specialized documents, brochures, and pamphlets.
- ⇒ Responsible for processing and maintenance of all documentation, reports, forms, and test results into individual Education Centre student files.
- ⇒ Perform the computer scoring of all tests completed by the consultants.
- ⇒ Assist with forms and information required by the Ministry of Education.
- ⇒ Handle requests for special education records from other schools or divisions.
- ⇒ Assist with the management of budget accounts.
- ⇒ Maintain daily calendars for members of the team.
- ⇒ Maintain historical files for the school division.
- ⇒ Handle requests for information with respect to applicable data privacy regulations.
- ⇒ FAME software (Facilities) help desk.
- ⇒ Assign all service requests and preventative work orders to appropriate tradesperson.
- ⇒ Assist with issuing purchase orders and related information.
- ⇒ Entry of data required for preparation of reports that are required.

**QUALIFICATIONS:**

**EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with at least one year of Office Education or secretarial training from a post-secondary institution acceptable to the Board.

**REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Minimum typing speed of 65 wpm with an error rate of 2% (6 words or less) (certificate of proof required).

**KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Extensive knowledge of business English, spelling, and grammar.
- ⇒ Knowledge in basic accounting practices.
- ⇒ Demonstrated knowledge of methods and procedures used in maintaining an office.
- ⇒ Knowledge of and ability to operate office equipment.
- ⇒ Ability to maintain filing systems and databases.
- ⇒ Meticulous record maintenance skills.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Knowledge of applicable privacy laws.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to administrative and professional staff.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Excellent listening skills and ability to maintain a positive attitude.

- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and organizational skills to ensure quality of work meets expected standards.
- ⇒ Communicate in a courteous and respectful manner with students, staff, and the general public.
- ⇒ Be a contributing team member of the school administrative team and as a staff member.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, inservice or courses of study.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.**