

SECRETARY 111

PURPOSE:

This position functions as a recognized leader in the performance of the secretarial and clerical duties and in planning, delegating and coordinating the work of a secretarial unit of six or more in a high school. This position involves a number of assigned independent tasks of a specialized nature as well as 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 school office operational functions including overseeing the operation of photocopiers, telephone system, fax machine, computers, and printers including service calls as required.
- ⇒ Operate computer-based programs for accounting, student, and personnel information as required.
- ⇒ Prepare various documents as required.
- ⇒ Supervise, assign, direct, and review the work of the school secretarial staff.
- ⇒ Train and instruct new employees as required.
- ⇒ Process all staff absences and forward required information to the Education Centre.
- ⇒ Maintain databases such as student information, marks, attendance, school fees, and other reports as necessary.
- ⇒ Responsible for arranging and organizing substitutes for staff replacements.
- ⇒ Coordinate office support services.
- ⇒ Responsible for handling large amounts of cash and ensuring that proper control and security measures are adhered with respect to funds.
- ⇒ Facilitate communication with school administration and staff.
- ⇒ Prepare requisitions for materials and supplies, check orders received, and maintain an inventory of all materials and supplies.
- ⇒ Assist administrative and professional staff with the preparation of special functions such as presentations, awards presentations, and graduations,
- ⇒ 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.
- ⇒ Comply with any and all applicable Board guidelines, policies and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with at least two years of Business Administration from a post-secondary institution acceptable to the Board or an acceptable combination of education and progressively responsible experience.
- ⇒ Minimum of two years of supervisory experience and training.

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.
- ⇒ Superior knowledge in accounting practices and budget management.
- ⇒ Demonstrated knowledge of methods and procedures used in maintaining an office.
- ⇒ Knowledge of and ability to operate office equipment.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ 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.
- ⇒ Superior time management skills and multitasking skills.
- ⇒ Ability to plan and direct the work of the school secretarial staff.
- ⇒ 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.