

### **SECRETARY 3**

#### **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 five or more in a high school. This position involves a number of assigned independent tasks of a specialized nature as well as providing secretarial services to the administration of the school.

This position reports directly to the Principal and to the Administrative Services Officer. This position supervises five or more equivalent full-time staff.

#### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Be willing to engage in lifelong learning with respect to training, in services and courses of study.
- ⇒ Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- ⇒ Deal tactfully with staff, students, parents and the public.
- ⇒ Be knowledgeable and supportive of applicable Board policies.
- ⇒ Perform the function of group leader in distributing and coordinating the activities of other staff engaged in secretarial duties.
- ⇒ Responsible for scheduling of holidays and personal days for other staff engaged in secretarial duties.
- ⇒ Perform school office operational functions including overseeing the operation of photocopiers, telephone system, fax machine, computers and printers including service calls as required.
- ⇒ Interact with various professional staff members on a daily basis.
- ⇒ Perform and supervise data entry on students' records, scheduling, course changes, attendance and various other processing and retrieval operations as required.
- ⇒ Greet visitors, answer the telephone and provide information or redirect to the appropriate destination for school-based administration.
- ⇒ Make telephone calls to confirm absences, arrange staff replacements and distribute information to substitutes as required.
- ⇒ Record all staff absences, maintain records of teacher leave and forward information to the Education Centre as required.
- ⇒ Compose and type correspondence from general instructions or in reply to written or verbal enquiries as requested.
- ⇒ Responsible for organizing and typing of the school announcements daily.
- ⇒ Order materials and supplies by consulting catalogues, complete requisition forms, maintain records and checks, record and distribute goods received.
- ⇒ Responsible for distribution and retrieval of keys for the facility as required.
- ⇒ Maintain an inventory of office supplies.
- ⇒ Maintain and organize filing systems of records, documents, and reports including those considered being confidential in nature.

- ⇒ Schedule appointments, make travel arrangements, arrange meetings as required.
- ⇒ Record, type and distribute agendas, related documentation and minutes of committee meetings as required.
- ⇒ Responsible for all financial functions at the school level that may include maintaining decentralized budgets by keeping accurate records to the activities within the budgets as required, petty cash reports, handling of cash at school level, liaison with department coordinators on budgets, etc.
- ⇒ Make arrangements for special school functions as required.
- ⇒ Assist with coordination of graduation and award preparations.
- ⇒ May be assigned special functions/tasks, which require decision-making.
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines 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
- ⇒ Minimum of two years of Office Education or secretarial training from a post-secondary institution acceptable to the Board.
- ⇒ 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:**

- ⇒ Superior knowledge of business English, spelling, and punctuation
- ⇒ Demonstrated knowledge of methods and procedures used in maintaining an office
- ⇒ Awareness of applicable legislation and regulations with staffing
- ⇒ Knowledge of basic accounting practices
- ⇒ Proficiency in the operation of computers and knowledgeable in word processing applications and database software packages currently used in the division
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to plan and organize the activities of employees and to train, supervise and motivate employees.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Working knowledge of current computer systems and software associated with the duties and responsibilities of this position.

- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ 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.
- ⇒ Excellent interpersonal and communication skills
- ⇒ Excellent time management skills
- ⇒ Accurate filing skills
- ⇒ Excellent listening skills
- ⇒ Excellent supervisory skills
- ⇒ Ability to work as a team player
- ⇒ Ability to work independently with minimal supervision
- ⇒ Ability to prioritize daily work for self and other clerical
- ⇒ Self-directed, task and goal oriented
- ⇒ Ability to maintain strict confidentiality with respect to school division operations
- ⇒ Ability to deal with a broad range of members of the public
- ⇒ Display a positive attitude

(taken from really old job description May 23, 2000)

**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 and job-related training, in-service or courses of study.

**CONCLUSION:**

The duties 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 job if the work is similar, related or a logical assignment to the job.

The job 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 job change.

**SASKATCHEWAN RIVERS PUBLIC 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 Public School Division Employees are expected to be exemplary role models at all times.**