



School Secretary

Administrative Procedure 2.B.75

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: August 2000

Date Amended: October 2006

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

Under the direction and supervision of the Principal, the School Secretary shall be responsible for the secretarial and clerical duties required to conduct the effective and efficient operation of the school administration office.

RESPONSIBILITIES AND DUTIES:

1. Support to School Administration

- Provide clerical and secretarial support to school administration.
- Assist with the scheduling of parent/teacher interviews.
- Schedule appointments for the Administration and staff as required.
- Prepare correspondence for the Administration and teachers as requested by administration.
- Reserve meeting rooms and other school facilities (internal and external).
- Prepare agendas, minutes, newsletters, programs as requested by administration.
- Maintain a filing system for all correspondence and reports.
- Prepare month end reports for the Education Support Centre.
- Maintain sufficient supplies for school administration office.
- Provide assistance to students as required by school administration.

2. Maintenance of Student Records

- Maintain required files for all students as per division guidelines.
- Request cumulative files from other schools as required.

- Complete all required records for students under the direction of school administration.
 - Research and forward requests for student records of former students.
 - Issue transcript of marks to graduating students and provide interim and final marks to the universities and colleges as required.
 - Collection of data and entering of data into the Student Information System.
 - Transfer information into EIS for Department of Education as required. For Example:
 - i. Aboriginal Identification.
 - ii. Medical numbers.
 - iii. Course registration
 - iv. MB Report – final marks.
3. Reception
- Answer telephone, PA system, bus radio and relay information or transfer calls to the appropriate individual.
 - Greet visitors, parents, and school visitors, answer questions and/or direct them to the appropriate individuals.
 - Contact parents of absent students and students requiring pick-up from school.
4. Operations of Office Equipment
- Order supplies as needed.
 - Provide assistance to staff in the operation of office equipment.
5. Processing of Mail
- Sort and route mail received via email, courier and post office.
 - Prepare outgoing mail for email, the Post Office and courier.
 - Pick-up and deliver mail to Post Office as required.
6. Purchase Order Processing
- Prepare and process purchase orders and warrants for payment authorized by the administration and submit to ESC.
 - Maintain records of purchases and receipt of goods.
7. Maintenance of School Funds
- Maintain records of purchases made by way of petty cash funds.
 - Place orders for supplies in support of the student lunch program and vending machines as required.

- Process orders, payments and maintain records of student and office funds, e.g. school pictures, fundraising, lunch programs, student fees, etc.

8. General Duties

- Read announcements over PA system when necessary and implement opening exercises.
- Provide assistance to students through direction to appropriate staff.
- Assist with organization of special events such as Awards Night, Special Programs, Graduation, Christmas concerts, etc.

9. Other duties as assigned by the Administration.