**JOB DESCRIPTION**

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| **Job Title:**  Head Secretary – Secondary School | **Department:** |
| **Reports To:**  Principal, Vice-Principal | **Division:**  CUPE |
| **Date of last review:**  Unknown | **Revised by:** |

**SUMMARY**

The Head Secretary works under the general direction of the Principal and is responsible for the supervision of secretarial staff. The Head Secretary performs secretarial and clerical functions to assist school administration in the operation of the school to meet the needs of students and staff.

**QUALIFICATIONS**

* High School Diploma (Commercial) and/or secretarial courses at community college or equivalent work related experience.
* Between three and four years secretarial experience;
* Previous accounting and bookkeeping experiences.
* Computer literate, knowledge and experience in the use of word processing and spreadsheet programs in keeping with latest programs supplied by Board;
* Knowledge of in-house computer programs;
* Excellent interpersonal skills and public relations skills;
* Good command of spelling, grammar and punctuation;
* Demonstrated ability to work independently with judgement, tact and discretion;
* Ability to initiate and respond to, in a mature manner, requests for information from a variety of sources;
* Excellent administrative, coordination, organizational and management abilities.
* Ability to work under pressure.

**KEY DUTIES & RESPONSIBILITIES**

1. Responsible for supervision of coordination of work assignments of secretarial staff.
2. Arranges for training and development of supervised staff as required.
3. Implements and monitors effective office procedures.
4. Supervises the purchase of office supplies and upgrades of equipment.
5. Receives and directs administrative correspondence including:

< confidential material for school, Board, and community e.g. Ministry of Education, Parish and Catholic Principals’ Council of Ontario.

1. Supervises, coordinates, delegates and, when required, performs keyboarding, filing and duplicating duties.
2. Supervises receptionist duties in order to facilitate effective communication.
3. Supervises and coordinates the processing of student records and files to ensure accuracy and confidentiality.

9. Prepares and coordinates the budget process:

< maintains records of all expenditures for school budget;

< supervises tendering process;

< reconciles bank account;

< reconciles Petty Cash;

< processes purchase orders;

< prepares and coordinates financial information as required by the

Board.

1. Prepares Board and Ministry reports as required:

< Ministry of Education yearly reports;

< Student Enrolment;

< Class Size.

1. Assists in the overall functioning of the school and the care of the pupils:

< schedules meeting rooms;

< reviews student diploma requirements to ensure accuracy.

1. Records and inputs absences for all school personnel.

13. Assists Administration with new school year scheduling set up and exam set up:

<supervises preparation of course guide books for student course selection. These must be completely accurate and correct to ensure appropriate selection by students and photocopy ready for the printer.

14. Coordinates Graduation:

< compiles data and produces potential graduate listing;

< types program and invitation for graduation;

< ensures sufficient supply of diplomas are received from the Ministry of Education;

< receives awards from Ministry and complete acknowledgement of receipts of same;

< ensures invitation letters to graduates and presenters are sent out;

< delegates tasks as required to secondary school secretaries.

1. Resolves staff problems in a timely manner and reports unsatisfactory work performance to Principal of the school.
2. Performs other work-related duties as required.

**CORE COMPETENCIES**

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**COGNITIVE/PHYSICAL DEMANDS or ADDITIONAL REQUIREMENTS**

Ability to keyboard – 55+ w.p.m.

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Principal
* Vice-Principal
* Department Heads

Positions Supervised:

Secondary School Secretary

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |