**JOB DESCRIPTION**

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| **Job Title:**  Elementary School Secretary | **Department:** |
| **Reports To:**  Principal | **Division:**  CUPE |
| **Date of last review:**  Unknown | **Revised by:** |

**SUMMARY**

The Elementary School Secretary works under the general direction of the School Principal and is responsible for performing required keyboarding, filing, duplicating and telephone receptionist duties. In addition to these duties, the Elementary School Secretary prepares various reports for the Board, maintains student records and contributes to the efficient functioning of the school and the welfare of the pupils.

**QUALIFICATIONS**

* High School Diploma and secretarial certification from community college or equivalent work related experience.
* Between two and three years of previous secretarial experience.
* 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;
* Excellent command of spelling, grammar and punctuation;
* Demonstrated ability to work independently with judgment, 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. Performs receptionist duties in order to facilitate effective communication:

< Handles inquiries and directs calls to appropriate person in a pleasant and courteous manner;

< Greets and assists visitors according to school procedure;

< Ensures all messages are taken accurately and directed to the appropriate student and/or staff as soon as possible;

< Ensures voice mail is reviewed several times daily.

1. Performs general office duties:

< Sorts, stamps and distributes mail and e-mail;

< Produces neat, accurate and detailed work of outgoing within the required time frame;

< Maintains an orderly filing system;

< Completes and distributes photocopying as required.

1. Provides effective communication with Staff, Students, the Broader School Community and, where required, External Agencies.
2. Maintains accurate daily student and staff attendance records:

< Receives and records calls from parents to report absences;

< Responsible for “safe arrival” program daily.

1. Maintains accurate students’ records:

< Maintains family records;

< Registers and processes new and transferring

< Creates, receives and forwards OSR’s;

< Processes information for liturgical functions;

< Prepares and distributes lists as required;

< Prepares accident reports as necessary.

1. Maintains office/school inventories and supplies:

< Responsible for ordering textbooks and other curriculum related materials as requested;

< Processes purchase requests under the direction of the Principal;

< Receives, stamps and distributes all incoming supplies.

1. Prepares Attendance Report on staff and students;

< Compiles data and prepares the Statistical Reports for Ministry of Education;

< Maintains files on supply teachers/educational assistants coming into the school;

< Prepares enrolment reports.

1. Maintains school accounting procedures:

< Maintains records of all expenditures for school budget;

< Handles petty cash transactions and submits reports with receipts monthly to Board Office;

< Maintains and reconciles the school bank account, issues and co-signs cheques;

< Sorts and counts monies as required;

< Prepares annual GST Report.

1. Provides support to ensure safety, well being, and health care of students:

< Performs minor first aid;

< Dispenses and records medication given to students;

< Informs parents and helps to ensures safety of ill/hurt students until parents arrive;

< Maintains a school visitor’s log;

< Knowledge of the Board’s Safe School Policy;

< Assists in calling parents for the safe arrival home instructions due to early dismissal/weather reasons.

1. Assists in the overall functioning of the school:

< Assists Teachers in office-related tasks as required;

< Provides assistance in planning and preparation of school functions;

< Responsible for booking of buses for special functions;

< Arranges appointments for dental, health, photography visits, meetings, and community use of school;

< Assists with scheduling of Parent/Teacher interviews.

1. Performs other duties as requested by the Principal.

**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

Positions Supervised:

None

**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** |