**JOB DESCRIPTION**

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| **Job Title:**  Secretary – Learning Services | **Department:** |
| **Reports To:**  Coordinator – Student Services  Coordinator – Curriculum  Coordinator – Religion and Family | **Division:** |
| **Date of last review:**  June 26, 2009 | **Revised by:** |

**SUMMARY**

The Secretary – Learning Services provides supports to various staff members in the Learning Services department by performing various secretarial duties related to Learning Services. The Secretary will be capable of handling a variety of sensitive and confidential assignments efficiently and with minimum supervision.

**QUALIFICATIONS**

* High School Diploma and secretarial courses at community college or equivalent work related experience
* Between two and three years of secretarial experience.
* Excellent interpersonal skills
* Ability to keyboard a minimum of 55 w.p.m.;
* 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, including regular upgrade of skills and ability
* Excellent diplomatic skills;
* Excellent organizational and time management skills;
* Proven to work independently in a confidential environment;
* Knowledge of Board Policies and Procedures, Ministry policies, Education Act; M.E.T. Policies and Procedures; Provincial
* Government Regulations, Collective Agreements, Parent Guidelines, Special Education: A Guide for Educators an asset.

**KEY DUTIES & RESPONSIBILITIES**

1. Responsible for efficient and accurate keyboard input of reports, evaluations, minutes, questionnaires, letters and memos by oral instructions and/or written material.

* Prepares purchase orders;
* Distributes forms for schools as requested for in-services

1. Responsible for arranging meetings, workshops and in-services:

* Arranges for room bookings, set up, catering, agenda, invitations and travel accommodations for participants, guests and speakers;
* Prepares all required materials for distribution at meetings, workshops and in-services.
* Follows up on travel and expense claim forms for participants and guests;
* Reports to budgeting for cost recovery;
* Compiles questionnaires and feedback forms and produces report.

1. Responds to all incoming calls in a timely fashion and refers calls to appropriate staff member as required:

* Opens, sorts and replies re correspondence.

1. Handles all telephone inquires in a pleasant manner and directs them to appropriate personnel, recording messages and contact information as appropriate;
2. Acts as liaison between central and school staff regarding services
3. Gathers and disseminates information and referrals.
4. Effectively communicates with outside agencies, and school staff on confidential information and reports.
5. Promotes the smooth and efficient functioning of the Learning Services offices:

* maintains staff records for absence reporting;
* maintains all computer and hard copy files, resources, directories and information;
* maintains office supplies;
* orders office supplies and materials;
* maintains financial records for department budget(s) and grants.

1. Responsible for input and maintenance of staff attendance reports and expense accounts.
2. Prepares and submits Ministry reports:

* Prepares preliminary financial reports for supervisor and/or Ministry.

1. Coordinates transportation requests for students with special needs.
2. Maintains and tracks changes to Board and Ministry Policies, Procedures and Initiatives.
3. Maintains Department schedules and deadlines.
4. Performs other duties as assigned.

***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 a minimum of 55 w.p.m.;

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Coordinator, Student Services, Curriculum and Religious Education and Family Life
* Assistants Superintendent of School Effectiveness
* Superintendent of School Effectiveness
* Special Assignment Teachers
* Support Staff – Speech and Language Pathologists, Psychologists and ABA Advisor

Positions Supervised: Nil

**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** |