**JOB DESCRIPTION**

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| **Job Title:**  Secretary – Secondary School | **Department:** |
| **Reports To:**  Principal  Head Secretary (Where applicable) | **Division:**  CUPE |
| **Date of last review:**  Unknown | **Revised by:** |

**SUMMARY**

The Secretary - Secondary School works under the direction of the Head Secretary and is responsible for performing required typing, filing, duplication and telephone receptionist duties. The Secretary assists in ensuring the smooth operation of the secondary school through one or more secretarial functions as directed by the Principal. These functions include the imputing of data, the recording of attendance, the collection, recording and compilation of reports, the day to day bookkeeping requirements of the school, the implementation of school inventory system, the provision of general office assistance to teachers, the provision of assistance in the welfare of students and the maintenance of student records through accurate and updated OSR entries. In addition, the Secretary, Secondary School may provide assistance to students in the post-secondary application process and may provide assistance in the organization of the school’s graduation.

**QUALIFICATIONS**

* High School Diploma and secretarial courses at community college or equivalent work related experience.
* Between two and three years of secretarial experience.
* Computer literate, knowledge and experience in keyboarding, computer and word processing skills, particularly in the Windows system environment, utilizing programs such as WordPerfect, Quicken Accounting, e-mail software for Windows, Maplewood, and Absence Entry and Budgetary Accounting Systems in keeping with latest programs supplied by Board;
* Excellent interpersonal skills and public relations skills;
* Excellent command of spelling, grammar and punctuation;
* Demonstrated ability to work well in a team environment;
* Demonstrated ability to initiate and respond to, in a mature manner, requests for information from a variety of sources;
* Excellent administrative, coordination and organizational abilities.
* Excellent ability to set priorities;
* Proven ability to work under pressure.
* Proven ability to work effectively in a highly confidential environment.

**KEY DUTIES & RESPONSIBILITIES**

1. Performs receptionist duties in order to facilitate effective communication:

* Directs inquiries to appropriate staff member in a pleasant and courteous manner, maintaining highest level of confidentiality.

1. Performs typing, filing, and duplicating duties as directed by School Administration and Head Secretary, where applicable.

3. Maintains an orderly filing system.

4. Produces computer back ups where required.

5. Maintains accurate and current student database.

6. Implements school accounting procedures, including:

* Bookkeeping, deposits, disbursements and reconciliation of various school bank accounts;
* GST annual report;
* Fundraising;
* Cyclical, regular reports.

7. Receives, sorts and distributes mail to appropriate staff.

8. Assists Occasional Teachers with timetable and school orientation.

9. Maintains school inventory and supplies, including curriculum - related material.

10. Assists staff in the use of office equipment:

* Reports equipment problems to the appropriate service personnel and follows up on repairs.

11. Attends to the safety and well being of students:

* Assists students with locker assignments, uniform requirements, health needs, first aid, transportation inquiries, etc.
* Distributes meds, assists with health needs and applies first aid.

12. Assists in the overall functioning of the school, providing help as required:

* Performs opening exercises, anthem, prayer, announcements, etc.;
* Schedules bookings for use of school facilities by outside groups.

13. Processes student attendance received from teachers by subject and period.

14. Records staff attendance and submits to Board Office.

15. Correlates attendance data with Student Services for Ministry documents/reports, Ontario Student Records, in-home/hospital assistance.

16. Provides assistance to Students, Parents, Teachers, and Administration regarding:

* School policies and expectations;
* Post secondary institution applications;
* Student academic performance information.

17. Registers new students:

* Accurately processes OSR files for incoming and outgoing students.

18. Helps organize:

* School graduation;
* Grade 8 registrations including end of year promotion data, course selection sheets;
* Parent-Teacher interviews, option sheet entry, etc.;
* Exam schedule.

19. Performs other duties as assigned by the Principal, Vice-Principals, or Head Secretary, where applicable.

**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
* Head Secretary, Secondary School, where applicable

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** |