

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Distance Education Elementary Secretary

SUMMARY

Under direction of the School Administrator, provides front-office reception services and performs secretarial and accounting duties and manages office operations at the SIDES Beaver Lake Elementary site.

DUTIES

- Establishes and coordinates office procedures for the SIDES Beaver Lake Elementary office
- Addresses parent/student issues as they arise in consultation with the School Administrator and teachers
- Registers, updates and changes student information in the Student Information System and communicates with schools and other districts regarding student registrations, withdrawals and invoicing for course materials
- Manages accounting for Support for Early Learning subsidy (Kindergarten to Grade 9)
- Checks purchase orders, prepares cheque requests and codes invoices for payment
- Receives and processes payments of course fees and deposits on materials, and issues receipts for same
- Updates information and statistics on students, sets up and maintains student files and updates Permanent Record Cards
- Keeps accurate enrolment numbers and reports to School Administrator
- Enters and verifies marks, grades and course completions for Elementary students
- Maintains records for textbooks/materials loaned to students and sends requests for missing material
- Processes refund of textbook deposits for Elementary students
- Processes employee requests for reimbursement
- Reviews staff absence entries for accuracy prior to authorizing at week's end
- Orders office supplies and places service calls for office equipment maintenance
- Uses school-based software to generate documents, reports and correspondence (some confidential)
- Answers, screens and refers inquiries or takes messages by telephone and in person
- Receives and distributes student work to Elementary teachers
- Receives, sends and distributes mail
- Attends clerical, elementary and full-staff meetings
- Maintains calendars for Elementary teachers

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Certificate in Office Administration
- Working knowledge of a school-based student information system
- Four years' related experience
- Minimum word processing speed 50 W.P.M.

** Or an equivalent combination of training and experience.*

DESIRABLE SKILLS

- Knowledge of Distance Education procedures

DATE

December 2016