

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

**JOB DESCRIPTION**

**CLASSIFICATION**

Clerical

**POSITION**

School Secretary

**SUMMARY**

Under direction of the School Administrator, performs secretarial and accounting duties and manages office operations in the school.

**DUTIES**

*Communication*

- Establishes and maintains effective and efficient communication networks within and between schools, the Board Office, parents, community and government agencies
- Maintains the confidentiality of all student/parent/employee discussions and correspondence
- Problem solves routine parent/student and employee issues as they arise and consults with administration
- Registers and welcomes new students and families to the school including requesting records from previous schools
- Withdraws and completes discharge process for departing students including forwarding of records and filling out of Permanent Record Cards
- Makes announcements to staff, students and parents using the PA system
- Provides information related to school and school district procedures, policies and guidelines related to student activities.
- Liaises with VIHA staff and ensures students with medical alerts and related correspondence (e.g. Anaphylaxis/Diabetes Action Plans) is up to date and lists are published
- Liaises with VIHA staff to co-ordinate and organize student immunizations
- Reviews/consolidates and monitors chronic and critical health care information with the Public Health Nurse and communicates as appropriate with school staff and/or parents
- Answers, screens and refers inquiries and when necessary seeks and confirms resolution
- Maintains communication with outside agencies on a variety of issues (some extremely sensitive)

*Office Operations – General*

- Oversees and supervises overall office operations for all staff in the office
- Monitors compliance at the worksite of student custodial issues and restraining orders
- Provides assistance and support to other members of staff
- Provides recommendations on office administration and school policies and procedures
- Trains, supervises and provides orientation to employees, volunteers and students
- Coordinates the orientation of new staff members and establishes access and account information for new staff to the school district email system, student information system, etc.
- Maintains log of classroom key distribution and school access swipe cards for staff
- Maintains log of incoming and outgoing students and their respective classes
- Maintains field trip logs including costs associated with field trips
- Arranges appointments, meetings, prepares and circulates agendas, records minutes, co-ordinates office calendar for school events, maintains calendar for the Administrator
- Schedules parent-teacher interviews
- Dispenses authorized medication and administers emergency first aid to students

- Coordinates and maintains the yearly school inventory
- Collaborates and works cooperatively with PAC on matters related to fundraising
- Generates work orders for maintenance staff
- Coordinates the use and completion of WSBC and other SD63 OHS related forms for students and staff
- Ensures vacant positions are temporarily filled as needed
- Participates as a member of the Critical Incident Response Team
- Produces and distributes school newsletters

*Office Operations – Accounting*

- Monitors school budget and account information for public and non-public funds
- Monitors and reconciles MasterCard accounts for the school
- Prepares and deposits funds, forwards information to the Board Office
- Coordinates the purchase and maintenance of equipment, software, hardware and supplies
- Maintains and controls a petty cash fund

*Office Operations – Staff*

- Oversees the school attendance records
- Reviews staff absence entries for accuracy prior to authorizing at week's end
- Enters and documents employee changes (absences, new hires, assignment changes)
- Troubleshoots initial payroll issues/questions for employees at the school

*Office Operations – Technical*

- Maintains and updates student data for Ministry reporting/funding requirements
- Liaises with District Placement Office regarding student enrolment numbers
- Coordinates and administers information and statistics on students and programs, compiles and updates students' files, maintains students' tracking information (including international students)
- Prepares complex documents, reports and confidential correspondence and composes documents as needed
- Supports and assists staff in the use of office software including word processing, spreadsheet, desktop publishing and school-based student information systems
- Provides in-service, troubleshoots problems and arranges for repair on office equipment
- Updates school website and oversees school website, ensuring all information is current and accurate

*\* 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
- Four years' related experience
- Demonstrated advanced book-keeping knowledge
- Working knowledge of school-based student information systems
- Working knowledge of Accounting and Attendance Management systems
- Demonstrated ability to compose effective business correspondence in an efficient manner

- Demonstrated ability to multi-task and work in an office environment with regular interruptions and tight time pressures
- Valid B.C. Class 5 Driver's License

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

**DESIRABLE SKILLS**

- Knowledge of District policies and procedures
- Working knowledge of Linux operating systems
- Working knowledge of open source word processing software (e.g. LibreOffice)

**DATE**

February 2014