

**TITLE:** SECRETARY – LEARNING ALTERNATIVES  
**SECTION:** Learning Alternatives  
**REPORTS TO:** District Principal Learning Alternatives or Designate

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**#225**

## **SUMMARY**

Under the general direction of the District Principal or designate, administers secretarial and clerical support services for the Learning Alternatives programs

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## **DUTIES**

1. Responsible for inputting and maintaining electronic student data as per District and Ministry of Education guidelines using a variety of student information system software
  2. Provides secretarial services by preparing a variety of correspondence, reports, and teaching material, from notes, drafts, corrected copy, including those of a confidential nature.
  3. Input and maintain data for the annual and monthly budget and accounting processes; school start up and school end processes; ordering, receiving and verifying school purchases.
  4. Provides reception and information services for the school, and responds to a variety of queries, from students, parents, District personnel, visitors and the community.
  5. Composes, prepares, proofs, and distributes materials of a routine nature.
  6. Maintains and secures school keys and filing system
  7. Reviews and communicates the daily and weekly automated dispatch system (ADS) reports for teaching and support staff.
  8. Assists with the enrolment and data input processes for the Provincial Assessments
  9. Maintains student records to ensure students are meeting graduation requirements; enrolls new students; and transfer student records between schools and districts
  10. Receives, processes and deposits school's fund and fees and maintains records for annual audit.
  11. Maintains and balances petty cash fund and verifies and reconciles credit card transactions.
  12. Responsible for collecting ordering and storing school supplies including first aid supplies.
  13. Operates and provides first line maintenance to general office equipment
  14. May on occasion be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- High school graduation or the equivalent
  - Completion of the Applied Business Technology Certificate for Administrative Assistants or Accounting Assistants and a minimum of three years' experience or an equivalent combination of training and experience
  - Knowledge, and understanding of post-secondary education and graduation requirements.
  - Entry level accounting knowledge and skill
  - Minimum keyboarding speed of 60 words per minute
  - Proficient with Microsoft Office, Student Information Systems, and financial software
  - Excellent organizational, interpersonal and communication skills
  - Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines
  - Excellent grammar, spelling and punctuation skills
  - Ability to operate and maintain standard office equipment
  - Ability to work with minimal supervision
  - Ability to maintain the confidentiality of sensitive information seen or heard
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