

TITLE: STUDENT RECORDS CLERK

#059

SECTION: As Appointed

REPORTS TO: Principal or Designate

SUMMARY

Under the general direction of the Principal or designate, maintains student information and resources regarding the use and support of student information through a central repository; liaises with the Ministry of Education, staff, students, and parents/guardians; and performs clerical support functions.

DUTIES

1. Coordinate, update, enter and export student information and resources with a variety of student information system platforms for a variety of learners, with multiple deadlines
 2. Update, enter and export student information to the Ministry of Education to receive funding; including: student demographics, transcripts and assessment registration and exam registers.
 3. Communicate orally and in writing; and liaise with the Ministry of Education, School District staff, students, and parents/guardians regarding student information
 4. Work closely with various departments providing information and reports
 5. Enrol new students to the school and ensures appropriate information is entered in the student information system platforms.
 6. Responsible for obtaining and transferring student records between schools and school districts.
 7. Input and maintain a variety of information including but not limited to attendance, auto-dialer, school start up, registration, withdrawal, scheduling, student/parent/guardian accounts, transcripts, report cards and school end of the year processes
 8. Assists with report card data input; generates draft for review and assist with corrections as necessary
 9. Assist with student, parent/guardian portal accounts
 10. Assist with distributing student information, correspondence, reports, certificates and dogwoods
 11. Collaborate with administrators, educators and various departments to problem solve and resolve issues related to student information to ensure funding levels are achieved
 12. Prepare draft and final correspondence including letters, reports, and schedules; of confidential student information; and maintains filing system and student records
 13. 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
- Two years related experience or the equivalent combination of training and experience
- A minimum of at least one year of experience in a secondary school setting preferred
- Minimum keyboard speed of 60 c.w.p.m.
- Thorough knowledge of provincial and district guidelines and FOIPP legislation.
- Demonstrated experience and ability with student information systems and Microsoft Office programs, including word processing, spreadsheets and database applications.
- Excellent organizational, interpersonal and communication skills.
- Ability to work with minimal supervision.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Ability to perform duties with speed and accuracy and to work effectively under pressure and meet deadlines.