
SUMMARY

Under the general supervision of the school secretary 3 or designate, performs a variety of office and clerical duties using student information system to support the school's administrative system and instructional staff, liaises with the Ministry of Education and performs clerical support functions.

DUTIES

1. Assists the Student Records Clerk by enrolling new students to the school and ensuring accurate information is entered in the computer system.
 2. Is responsible for obtaining and transferring student records between schools and districts.
 3. Inputs and maintains a variety of staffing and student information including timetables, attendance records, marks, master timetable data, teacher schedules and course selection forms.
 4. Distributes student documents including timetables and report cards, dogwood and school completion certificates and assists with the typing of certificates. Provides transcripts for previous graduating students and letters of certification.
 5. Works with the counselling department providing assistance and information regarding student scheduling and records.
 6. Inputs report card data and prints reports for teacher verification and manages corrections as necessary.
 7. Prepares various reports including month-end enrolment, attendance, marks analysis, honour roll, Ministry and district reports for funding.
 8. Provides school reception and general information by answering switchboard, distributing mail, greeting visitors, responding to student needs and answering general enquiries.
 9. Collects, prepares, photocopies, collates and distributes a variety of documents and may type from handwritten notes, rough drafts, or corrected copy.
 10. Provides general office assistance to other school-based staff and may be assigned specific school duties, such as student record files, maintenance of student attendance/suspension records, parent liaison, input and retrieval of data utilizing a personal computer or the District's computer system.
 11. Assists with the preparation of certificates and transcripts for students, maintenance of textbook distribution and returns and receipt of monies from students
 12. Receives and processes staff or student fees and monies from fundraising as directed.
 13. Maintains filing systems and secures school keys as directed.
 14. Assists with ordering and storing school supplies including first aid supplies.
 15. Operates and provides maintenance to general office equipment including personal computer, photocopier, scanner, risograph, laminator, and fax machine.
 16. 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 one year related experience or the equivalent combination of training and experience
- A minimum of at least one year of experience in a secondary school setting-
- Minimum keyboard speed of 50 c.w.p.m.
- 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.