

TITLE: SCHOOL SECRETARY II
SECTION: As Appointed
REPORTS TO: Principal

#075

SUMMARY

Under the general direction of the Principal or designate, administers all secretarial and clerical support services for the school office.

DUTIES

1. Provides secretarial services to the Principal and staff by preparing a variety of correspondence, reports, and teaching material, from notes, drafts, or corrected copy, including those of a confidential nature.
2. Utilizes a personal computer or the District's computer system, to carry out the procedures required for the annual and monthly budget and accounting processes; compiling, ordering, receiving and verifying school purchases; building and grounds requirements; and educational reporting.
3. Provides reception and information services for the school by answering telephone, and responding to a variety of queries, from parents, District personnel, visitors and the community.
4. Responsible for maintaining electronic student records as per District and Ministry of Education guidelines.
5. Responsible for the review and submission of daily and weekly automated dispatch system (ADS) reports for teaching and support staff.
6. Composes, prepares, proofs, and distributes materials of a routine nature.
7. Maintains and secures school keys and filing systems.
8. Receives, processes and deposits school funds and fees and maintains records for annual audit.
9. Maintains and balances Petty Cash fund and verifies and reconciles credit card transactions.
10. Responsible for ordering and storing school supplies including first aid supplies.
11. Responsible for collecting, preparing, photocopying, collating and distributing a variety of documents and forms including the maintenance of lists, student directories and course outlines and health and safety binders.
12. Responsible for the preparation of certificates and transcripts for students.
13. Responsible for the maintenance of textbook distribution and returns and receipt of monies from students.
14. Operates and provides first line maintenance to general office equipment including personal computer, photocopier, scanner, risograph, laminator, fax machine and calculator.
15. Assists or directs other school based staff.
16. May on occasion be required to perform other related duties as assigned.

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
- Minimum keyboarding speed of 60 c.w.p.m.
- Demonstrated ability to operate all Microsoft Office products in a Windows environment.
- 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, including a personal computer, photocopier, scanner, risograph, and fax machine.
- Ability to work with minimal supervision
- Ability to maintain the confidentiality of sensitive information seen or heard