

TITLE: STUDENT RECORDS CLERK
SECTION: Secondary School
REPORTS TO: Principal

#059

SUMMARY

Under the general direction of the Principal or designate, maintains student records through a student information system, liaises with the Ministry of Education and performs clerical support functions.

DUTIES

1. Completes accurate information within multiple external deadlines and continually provides updates for the Ministry of Education to receive funding including, student demographics, mark transfers, Ministry exam information and verification of student transcripts and provincial exam registers.
 2. Liaises with Ministry of Education, District staff and parents regarding reports and information consistent with Ministry Handbook and Procedures and Ministry Course Information.
 3. Works closely with the counselling department providing assistance and information regarding student scheduling and records.
 4. Enrolls new students to the school and ensures appropriate information is entered in the computer system.
 5. Is responsible for obtaining and transferring student records between schools and districts.
 6. Inputs and maintains a variety of staffing and student information including timetables, attendance records, marks, master timetable data, teacher schedules and course selection forms.
 7. 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.
 8. Inputs report card data and prints reports for teacher verification and manages corrections as necessary.
 9. Prepares various reports including month-end enrolment, attendance, marks analysis, honour roll, Ministry and district reports for funding.
 10. Maintains and updates student *Passports to Education*.
 11. 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 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-
- 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.