



Job Title	<b>Clerical Coordinator</b>
Department	North Coast Distance Education School
Location	North Coast Distance Education School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 35 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Principal/ Designate, the Clerical Coordinator is responsible for the establishment and maintenance of all student files; payment of contracted markers; monitoring office workload; and working as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures, using both computerized and manual systems.

## TYPICAL DUTIES

- takes student registrations/ transfers; requests or forwards student files, permanent record cards and ministry P.E.N.'s; ensures completeness; contacts source re errors or omissions (e.g. missing marks); inputs and updates DES data accordingly; prints various reports (e.g. student progress)
- responds to routine telephone/ counter inquiries from students, staff, parents, community, etc. (e.g. registrations, courses, contents, costs, materials, marks, graduation requirements, credits ); receives and receipts payments for registrations and materials; relays messages; directs visitors
- sorts and distributes daily work sheets; monitors clerical workloads; identifies and recommends additional resources; schedules lunch/ breaks; reallocates work and resources as required
- receives and enters contract markers tally sheets; issues monthly/ yearly statements to markers and to accounts payable for processing
- monitors office supply inventory; identifies requirements (i.e. annual and ongoing); maintains supply catalogues/ order forms; sources product and price as required; obtains

authorization and submits requisitions to purchasing; verifies goods received and distributes or stores; submits receiving report/ packing slip to accounts payable; arranges return of incorrect shipments; liaises with accounts payable re adjustments, deletions, cancellations

- performs a variety of administrative functions such as: composes and prepares routine correspondence and types requisitions
- operates standard office equipment including computer (word processing, E-mail, spreadsheets, DES student information system, internet), typewriter, calculator, telephone, photocopier, facsimile, printers; performs minor maintenance ( e.g. cleaning, toner) and/ or contacts vendor
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### **ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- completion of grade 12 or equivalent including courses in personal computers (word processing, spreadsheets)
- over 6 months and up to 1 year previous and on-the-job experience

REVIEWED BY

*Title*

APPROVED BY

*Title*