



Job Title	Student Records Clerk
Department	Designated School
Location	Assigned 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 checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Principal/Designate, the Student Records Clerk is primarily responsible for the maintenance of student records; and works as a member of a team, under the direction of the secretary or the school counselor, to ensure the timely resolution of general district requirements, using both computerized and manual systems, in accordance with applicable acts, regulations, policies and procedures.

TYPICAL DUTIES

- requests or forwards student files, permanent record cards and ministry P.E.N.'s; establishes and maintains individual student record files
- maintains an inventory of current reference materials, school calendars, application forms, etc.; reorders/copies as required; displays and/or files materials
- responds to routine telephone/counter enquiries from students, staff, parents, community, etc. on various school matters; relays messages; directs visitors; issues late slips; ensures students sign in/out
- sorts, date stamps and distributes incoming mail; packs outgoing mail
- assists with a variety of administrative functions such as: receives and receipts cash and cheques (e.g. student fees); takes student registrations/ transfers, confirms receipt/ consistency of documentation; inputs and updates student information system (e.g. demographics, new student data, course requests); retrieves, compiles and/or prepares various reports and related operational information (e.g. attendance, interim reports); assigns lockers and locks; prints and mails form correspondence (e.g. fees, attendance)

- operates standard office equipment including computer (word processing, student information system), typewriter, PA system, telephone, calculator, postage meter, shredder, photocopier, facsimile, laminator
- 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 basic courses in personal computers word processing, databases, spreadsheets)
- over 3 months up to and including 6 months on-the-job experience

REVIEWED BY

Title

APPROVED BY

Title