



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	School Secretary
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 checked="" type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Principal/Designate, the Secretary is responsible for providing various general and confidential secretarial and administrative services for the Principal and the school, using both computerized and manual systems; and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures. The duties performed will vary from school to school based on individual site requirements.

TYPICAL DUTIES

- responds to routine telephone/counter inquiries from students, staff, parents, community, etc. on various school matters; relays messages; directs visitors; issues late slips; ensures students sign in/out; assists and familiarizes new/substitute staff
- picks up/delivers mail as required; sorts, date stamps and distributes incoming mail; packs outgoing mail (e.g. School Board Office)
- composes and prepares routine correspondence; enters data, designs, types, formats, edits and/ or proofreads a variety of materials; retrieves, compiles and/or prepares various ministry and district reports and related operational information (e.g. teacher absence, leave of absence, month ends, oversize class entitlements versus utilization)
- types a variety of highly confidential correspondence assigned by the Principal or Vice-Principals including the "Report on Teacher by Principal"

- takes student registrations/transfers; confirms receipt/consistency of documentation; requests or forwards student files, permanent record cards and ministry P.E.N.'s; inputs and updates student information system (e.g. demographics, class lists, daily attendance, annual progress data, medical alerts, special education categories, legal custody); establishes and maintains individual student record files
- controls and reconciles school Petty Cash fund(s)
- administers school trust fund account by: receives and records cash (e.g. hot dog day, activities, fund raising, facility rentals); issues receipts and makes bank deposit; inputs receipts and disbursements/cleared cheques to computerized trust accounting system (by account name); prepares cheques, signs and obtains co-signature (e.g. Dairyland); verifies data accuracy; prepares and processes journal entries as required; prepares monthly bank reconciliation(s); advises account holders of limited balances; maintains and updates the Chart of Accounts for trust funds; submits annual year-end summary
- assists in the administration of school based operating accounts (and assigned district trust funds) by: maintains supply catalogues/order forms; identifies and maintains general supply requirements (i.e. annual and ongoing); receives, obtains clarification as required and consolidates other orders; 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; monitors balances; reviews and reconciles school cost center report (i.e. confirm accuracy of codes); advises principal/district of required adjustments/changes
- performs a variety of administrative functions such as: maintains inventories, establishes and maintains files (e.g. general); collects, obtains approvals and submits timesheets; installs software upgrades; prepares maintenance work requisitions; assists with call-backs, scheduling parent/teacher interviews and coordinating various school functions (e.g. vision testing, field trips); maintains a bring forward system; collects and cross checks attendance records; coordinates school photographers;
- attends to minor medical needs (e.g. bandaids, icepacks), secures student medication and administers medications when necessary under the required protocols.
- operates standard office equipment including computer (word processing, E-mail, spreadsheets, student information system, accounting package), typewriter, PA system, adding machine, calculator, telephone, binding machine, photocopier, facsimile, laminator, 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, databases, spreadsheets) and Accounting 11
- knowledge and experience with standard office software and online communications (eg. word processing, spreadsheets, basic accounting, email and SDS)

- minimum keyboard speed of 50 words per minute
- over 1 year up to and including 2 years on-the-job experience in a clerical environment. Proven experience in dealing with other employees, students and the public pleasantly and with discretion.

REVIEWED BY

Title

APPROVED BY

Title