



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 (Team Environment)
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 Secretary is responsible for providing various general and confidential secretarial and administrative services including the general management of the office, for the Principal/Designate, 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.

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
- 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 including on-line (e.g. ministry graduation data, 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"
- processes, records and stores marks, diplomas, scholarship data and other permanent records (e.g. Passport to Education, PR cards).
- performs a variety of administrative function such as:
 - receives and receipts cash and cheques; maintains a bring forward system; collects, obtains approvals and submits timesheets;

- acts as signing authority for school trust fund cheques
 - maintains inventory of school keys;
 - assists with input, updating and verifying of student information system (e.g. demographics, nominal roll, student schedules, marks, report cards, lockers, combinations)
 - prepares paper and general supplies order
- operates standard office equipment
 - attends to minor medical needs (e.g. bandaids, icepacks); administers prescription and/or medication to students as required (eg. Ritalin).
 - 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)
- over 6 months up to and including 1 year clerical experience

REVIEWED BY

Title

APPROVED BY

Title