

Job Title:	School Secretary	Position Type:	Full-Time
Reports to:	School Administrator(s)	Travel Required:	No

Job Purpose

The School Secretary works to assist their school to operate as efficiently as possible by supporting the School Administrator(s), Teachers, Educational Assistants, Learning Commons Tech/Clerks, Custodians and Bus Drivers to serve the students better. The duties of the School Secretary may vary in different schools.

Duties and Responsibilities

Included, but not limited to:

- Provide clerical and administrative support to the principal, vice-principal and teaching staff as directed.
- Maintain student and staff confidentiality in all circumstances. Maintain the integrity of databases and office files.
- Maintain records with a high degree of accuracy.
- Manage multi-line phone systems, scanners and photocopiers. Perform general office duties such as answering telephone inquiries, filing, and spreadsheets and prepare answers to routine letters. Perform data entry.
- Act as first point-of-contact to callers, relay messages, and transfer calls as appropriate.
- Welcomes visitors to the school and direct them to the appropriate person according to their needs.
- Coordinate appropriate documents for communication with Central Office. Complete forms in accordance with school and district procedures, following education legislation.
- Test, operate, promote and troubleshoot new office technologies as they are developed and implemented.
- Contact parents in the event of student illness.
- Student Registration (new students and returning students update every year).
- Administrate and maintain data in the student information system with a high degree of accuracy.
- Administrate and maintain student data in Alberta Education System (PASI) with a high degree of accuracy.
- Track attendance and absences; use reporting software, make phone calls as appropriate and generate reports for internal and external use. Maintain student records. Mail/email student report cards and other necessary forms
- Support scheduling/timetabling.

Financial

- Support completion of payroll, benefits, petty cash and school funds transactions and recordkeeping.
- Prepare and process payroll accounts receivable billings. Prepare and process accounts payable documentation.
- Support budget decisions through accurate, timely recordkeeping.
- Administer data in the payroll computer system.
- Reconcile bank accounts. Reconcile Visa transactions monthly & review weekly.
- Accepts and processes school payments from parents and organizations.
- Make bank deposits. Weekly Journal Entries.
- Monthly remittance to Central Office. Prepare timesheets.
- Other duties as assigned by Administrator(s).

Qualifications

- High School Diploma or equivalent is required.
- Post-secondary education in related field is preferred but not required.
- 1-3 years' experience working in related field is preferred.
- Strong communication, interpersonal and organizational skills.
- Ability to work with minimal direct supervision.

Approved By:	Jody Frowley – Secretary Treasurer	Date:	June 5, 2020
Last Updated By:	Krista Hauffe – Manager of Human Resources	Date:	June 5, 2020