



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Administrative Secretary (>300 enrolment)
CLASSIFICATION	
DEPARTMENT	Administration
LOCATION	School
REPORTS TO	Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

Reporting to the Principal, the Administrative Secretary provides administrative secretarial support to the Principal, performing clerical, reception, bookkeeping and general office duties. The Administrative Secretary is required to work independently with minimal supervision and may be required to provide direction and/or coordinate the duties of additional school office staff and/or volunteers.

QUALIFICATIONS

Education

- Grade 12.
- One year post-secondary secretarial and/or business training from a recognized educational institution.

Experience

- Two years administrative experience.

Knowledge, Skills and Abilities

- Knowledge of First Nations customs and traditions.
- Knowledge of bookkeeping.
- Knowledge of First Aid.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Excellent interpersonal and customer relations skills.
- Ability to use initiative and judgment in determining work priorities.
- Ability to work independently and as a member of a team.

DUTIES AND RESPONSIBILITIES

- Maintains school financial records, collects and deposit monies, issuing cheques, maintains and balances records and prepares reports.
- Utilizes the CAS\$H bookkeeping program.
- Types administrative materials such as general correspondence, confidential teacher evaluations, student handbooks, student reports, statistical reports, and school newsletters. Composes general correspondence.
- Prepares, or assists with the preparation of required month-end reports.
- Maintains confidential student, staff and school files.
- Ensures requests for leave are submitted, reconciles leave forms with payroll reports and submits adjustments.
- Receives incoming mail, sorts and distributes mail.
- Prepares outgoing mail.
- Maintains student attendance records, and operates the callback system for student absences as required.
- Maintains various school records, such as calendar of events and timetables.
- Arranges and/or contacts substitutes for teachers and custodians.
- Schedules meetings and parent-teacher interviews.
- Maintains student database.
- Performs duplicating, photocopying and laminating tasks.
- Receives and directs visitors and telephone calls and answers routine inquiries.
- Administers first aid to students where required
- Prepares and submits weekly and bi-weekly payroll.
- Maintains and balances petty cash.
- Maintains office equipment (i.e. computers, photocopiers, fax).
- Processes purchase orders, receives and distributes supplies.
- Performs other duties as assigned.

CONTACTS

Division, Area and School personnel

Parents/guardians

External agencies (Community agencies, funding agencies, government representatives)

WORKING CONDITIONS

General Office conditions

This position works the school year

PHYSICAL AND VISUAL REQUIREMENTS

Ability to lift up to 30 kg

Keyboarding approximately 70% of the time

EQUIPMENT USED

General Office equipment

Personal computer and variety of software packages

APPROVED

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date