

POSITION DESCRIPTION

POSITION TITLE: SCHOOL SECRETARY

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The School Secretary is a CUPE position hired for support to school administration in Boissevain and Killarney Schools with duties as assigned by the Principal.

POSITION RESPONSIBILITIES:

1. Act as main receptionist for student and public direct or telephone contact with school office by receiving inquiries and visitors, delivering messages, and directing students to appropriate settings.
2. Records appointments for school administration, receives and directs telephone messages for support personnel in the school, receives and sends fax and e-mail messages.
3. Provide administrative support to school administration using technology provided to prepare and distribute general correspondence, mass mailings, meeting agendas and minutes, as requested in final copy for school administration signatures.
4. Distributes and sorts all incoming school mail and processes outgoing mail generated by the school.
5. Establishes and maintains files for correspondence, student cumulative files, office order catalogues, office reports, office and school memos, school supervision and timetable schedules, student mark statements, and process student mark statements.
6. Process incoming and outgoing student files, assist with publishing of regular school newsletters and special programs, reporting Electronic Information Services (EIS) to Department, management and maintenance of student records on Maplewood (ensuring that the records are accurate, generating timetables, report cards, and various other forms and lists), troubleshooting any Maplewood problems within the school.
7. Varying amounts of community clerical requests as per school policy, assists with teacher substitute routine and maintains record keeping at discretion of the principal, assists with graduation and closing exercises by doing clerical preparations and assisting with arrangements, and other duties as assigned by the principal.
8. Assists students with office inquiries and with information as possible and applicable and assists with student attendance procedures as established by the school.
9. Accounting and Bookkeeping:

1. Responsible for recording all aspects of school revenue from receipt reconciliation and maintenance/archival of supporting documents, to bank deposits and bank reconciliations.
2. Responsible for all aspects of accounts receivable of school revenue from preparation of invoices to receipt of payment.
3. Responsible for all aspects of accounts payable of school revenue from verification to cheque generation and maintenance of supporting documents.
4. Responsible for preparation and submission of general purchase orders and Manitoba Text Book Bureau Orders to the Division Office for approval and processing, to maintaining records and ultimately receiving goods, stamping all books as necessary, verification and distribution of orders, and submission of necessary documentation to the Division Office for payment generation.
5. Monthly preparation of School Funds Reconciliation Reports for submission to the Division Office.
6. Monthly preparation of Records as per PSAB for submission to the Division Office to facilitate their submission to PSAB.
7. Responsible for the custodianship of petty cash and regular submissions of claims to the Division Office.
8. Responsible for ordering and dispensing all office supplies and materials, including annual copier paper order and maintenance of inventory.
9. Responsible for the maintenance, accuracy and weekly submission of the Absentee and Substitute Report to Division Office. Along with all necessary and supporting leave forms. Also responsible for maintaining a list of staff absenteeism where a substitute is not required and submitting to the Division Office on a weekly basis.
10. Provide administrative support to the Superintendent, Secretary-Treasurer and Transportation Departments by preparing and submitting annual reports as requested such as but not restricted to: FB115 forms, kindergarten registration lists, nominal rolls, staff teaching assignments and FTE of staff, statistical enrolment reports and verification of school of choice students within our school as per the transportation supervisor's records.
11. To participate in applicable educational and technological professional development opportunities as they arise so as to remain current, effective and efficient in the administrative role.

Cross Reference:

Approval Date:

Policy Review Date:

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12. Assist with organization and planning of grad activities, grad ceremonies, transcripts, and diplomas.

The School Secretary, in many cases will be privy to confidential information which must at all times be respected.