

**HOLY TRINITY ROMAN CATHOLIC SEPARATE
SCHOOL DIVISION NO. 22**

POSITION TITLE: **SECRETARY I (SPECIAL SERVICES)**

Reports to: Directly: Special Services Consultants
Indirectly: Superintendent of Student Services

General Description:

This position is responsible for ensuring secretarial services and related office functions to support Speech/Language Pathologists and Educational Psychologists and to provide receptionist services at the Catholic Education Centre.

The Special Services Secretary I shares the responsibility to foster Catholic Christian Gospel values, in particular, hospitality service, community and stewardship.

The Special Services Secretary I shall promote and live according to the teachings and laws of the Catholic Church.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 education diploma
- Minimum of one year secretarial/computer training at a recognized institution as approved by the Board of Education
- Superior knowledge of business English, spelling and punctuation
- Knowledge in the operation of equipment such as: photocopier, fax, telephone, switchboard, computer, transcriber and scanner with the capacity to adapt to system updates
- Demonstrated knowledge of methods and procedures used in maintaining an office
- Proficiency in the operation of computers and knowledgeable in advanced word processing applications, desktop publishing including graphics, editing and enhancing; management and applications of databases and spreadsheets; online data entry and online submissions with the ability to search, download and print resources from the internet
- Must be proficient in relevant computer programs. Specifically knowledgeable in the operation of the SUN micro system computers and word processing in Star Office 8
- Minimum typing speed of 65 wpm

Required Skills and Abilities:

- Excellent interpersonal and communication skills
- Excellent time management skills
- Accurate filing skills
- Ability to prioritize multiple work assignments
- Ability to work independently with minimal supervision
- Self-directed, task and goal oriented
- Ability to work as a team player
- Ability to deal with a broad range of members of the public
- Display a positive attitude
- Demonstrate initiative and self motivation

Supervision of Staff:

This position does not involve the supervision of staff.

Responsibilities and Duties:

Without restricting the generality of the general description above, Secretary I shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Be willing to engage in life long learning with respect to training, inservices and courses of study;
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children, parents and teaching staff;
3. Deal tactfully with staff, students, parents and the public;
4. Be knowledgeable and supportive of applicable Board policies;
5. Perform receptionist duties by greeting visitors, staff and the public, answering the telephone, ascertaining the nature of business, providing information or redirecting inquiries as required;
6. Prepare orders, receive ordered materials, distribute and maintain inventory of materials for the Special Services Department;
7. Process incoming referrals and distribute to appropriate personnel;
8. Establish and maintain a database to track referrals and students served;
9. Establish and maintain students files;
10. Ensure security of student files;
11. Establish report templates;
12. Use specific software to score and record various standardized assessment results;
13. Type and proofread assessment reports, letters, memo;
14. File all documentation, reports, forms and tests into individual student files;
15. Maintain filing systems including correspondence, students records and test protocols;
16. Duplicate, produce and process materials for files;
17. Mail reports, letters and information to appropriate agencies and schools;
18. Set up appointments with parents, teachers and agencies;
19. Contact agencies, schools and parents requesting information and student records on behalf of the consultants;
20. Assist consultants with inservice preparation as required;
21. Notify teachers and relevant persons regarding upcoming professional development/information opportunities;
22. Prepare and organize student therapy materials as directed by the consultants;
23. Sterilization of student therapy materials;
24. Prepare adapted student materials using specific software programs;
25. Prepare, organize and distribute information for team meetings;
26. Obtain, copy, file and distribute resource materials;
27. Any other duties as assigned by Administration.

Judgement, Independence and Client Contact:**• Confidentiality**

At no time should the Special Services Secretary I discuss in public information pertaining to a student. A Secretary is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**
The Special Services Secretary I is expected to work independently.
- **Working Jointly With Other Staff**
This position involves working closely with other personnel in the Catholic Education Centre on a daily basis.
- **Responsibility for Quality of Assigned Work**
The employee receives routine supervision and is responsible for the quality for the assigned work and is expected to seek clarification and directions on matters of concern. The quality of the work is dependent upon the efficient relay of timely information. Often the “first impression” of the organization is dependent upon the quality of the work.