

# HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

**POSITION TITLE:**            SCHOOL SECRETARY

**Reports to:**                    Directly:        Principal  
                                         Indirectly:

**General Description:**

This position is responsible for ensuring that the school office functions in an efficient and effective manner. This position requires the performance of secretarial/clerical tasks and related office functions to provide support for the principal, school, staff and students.

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

**Required Education, Knowledge, Qualifications and Experience:**

- Possess a Grade 12 education
- Minimum of one year secretarial training at a recognized institution as recognized by the Board of Education;
- Superior knowledge of business English, spelling and punctuation;
- Knowledge in basic accounting practices;
- Knowledge in the operation of equipment, such as photocopier, fax, telephone, and computer;
- Demonstrated knowledge of methods and procedures used in maintaining an office;
- Must be proficient in relevant computer programs. Specifically knowledgeable in the operation of the SUN micro system computers and Word Processing in Star Office.
- Willingness to learn SchoolMation - student records program
- Minimum typing speed of 65 wpm (must provide certificate of proof).

**Required Skills and Abilities:**

- Excellent interpersonal and communication skills;
- Excellent time management skills;
- Accurate filing skills;
- Excellent listening skills;
- Ability to work as a team player;
- Ability to work independently with minimal supervision;
- Ability to prioritize daily work;
- Self-directed, task and goal oriented;
- Ability to maintain strict confidentiality with respect to school division operations;
- Ability to deal with a broad range of members of the public/
- Display a positive attitude.

**Supervision of Staff:**

This position does not involve the supervision of staff.

**Responsibilities and Duties:**

Without restricting the generality of the general description above, the Secretary 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;
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 and parents, assisting with the intercom system, answering the telephone, ascertaining the nature of business, providing information or redirecting inquiries as required;
6. Perform various computer, word processing and typing responsibilities such as forms, school programs, correspondence, exams, student handbooks, school communication, newsletters, schedules and a variety of reports as directed;
7. Operate computer-based programs for student information as required;
8. Enter data and generate monthly and other reports in the student information, accounting and administrative systems as required by the principal and Catholic Education Centre personnel;
9. Maintain databases such as student information, marks, attendance, school fees and such reports as required;
10. Record all staff absences and forward information to the Catholic Education Centre as required;
11. Process mail on a daily basis if required;
12. Perform the financial functions required to maintain school financial records, issue receipts and do petty cash reports;
13. Collect money from parents and students such as student fees, yearbook fees, etc., as required;
14. Duplicate, produce and process materials using appropriate equipment as directed. Prepare requisitions for supplies as required and maintain an inventory of office and school supplies as required;
15. Check orders received, forward invoice/packing slip to the Catholic Education Centre and distribute orders to the appropriate staff if required;
16. Follow up on student attendance and absentees by phone, issue appropriate late slips, filing of attendance sheets completed by teachers and reports as requested by the principal;
17. Maintain filing systems for the school office including correspondence, reports, student commutative files and general information including those of confidential nature;
18. Maintain accurate student records such as registrations, transfers and withdrawals, correspondence, etc.;
19. Handle requests for student records from other schools or divisions;
20. Register new students and obtain all necessary information and provide tours if requested;
21. Make necessary telephone calls to arrange staff replacements and provide information to substitutes as required by the principal;
22. Distribute student messages as required;
23. Schedule appointments and interviews and assist with school functions such as award presentations as requested;
24. Provide minor first aid such as dispersing band aides to students if required.

**Judgment, Independence and Client Contact:**

- **Confidentiality**

At no time should a Secretary 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 or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

The Secretary is expected to work independently.

- **Working Jointly With Other Staffs**

This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

- **Responsibility for quality of assigned work**

The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern. The quality of the work is dependent upon the efficient relay of timely information. The "first impression" image of organization is dependent upon the quality of the work.