

ROLLING RIVER SCHOOL DIVISION REGULATION

School Secretary – Library Clerk Job Description

GDAAF/R

Position Title: School Secretary – Library Clerk

Reports To: Principal

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Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing administrative, secretarial, clerical and library support to the school.

To assist students, staff and volunteers to effectively utilize library resources and materials and become competent users of information.

Select and requisition library resource materials and provide accurate online cataloguing and processing of library resources and materials.

To perform clerical and secretarial duties in support of the school library.

Education

The minimum education requirement for this position is graduation from grade 12 and a post secondary program in Office Administration / Secretarial Science and/or a recognized Library Technician course or equivalent.

Additional Skills

Required:

- Proficient information technology, computer and software application and secretarial/clerical skills;
- Well-developed communication skills;
- Commitment to be trained in the division's library software;

- Understanding of and an ability to appropriately deal with and maintain confidential information;
- Ability to be flexible and adjust to changing work assignments;
- Ability to work independently and as part of a team (staff and community);
- Ability to relate to and work with students.

Preferred:

- Experience and training in Microsoft Office;
- Accounts processing background;
- Knowledge of library systems and procedures;

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- Completion of courses, training, or a diploma/degree program in library systems and procedures;
- Completion of technology courses and/or training in a variety of applicable technology programs and software;
- Training or experience working with the division's library software;
- Experience working a library setting.

Experience

A minimum of three years prior Administrative Assistant or Library Technician experience or equivalent is required.

Key Duties and Responsibilities

1. To provide administrative support to the school in the following areas as outlined in the Elementary School Secretary Duties and Responsibilities:
 - Reception / Communication
 - Secretarial
 - Financial / Accounts
 - Reporting
 - Inventory
2. To provide operational support and perform Library Clerk duties for the school library including:
 - Assist students and staff in the use of reference tools, computer research and in accessing and selecting materials and information from the library;
 - Organize, process and maintain library resource materials;
 - Promote and maintain the general appearance of the library;
 - Utilize the division's library software for inventory, circulation, classification and catalogue of library and instructional materials;
 - Provide guidance, direction and training to volunteers;
 - Select and requisition library resource materials as per policy and within budget;
 - Participate in relevant professional development activities on an ongoing/regular basis;
 - Maintain a positive learning environment through shared responsibility for supervision;
 - Perform clerical and secretarial duties, (such as filing, typing, book repair, book labeling and reception), to support the school library.

Performs other job related duties as required.

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Comments

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Index Policy

Duties and Responsibilities – Library Clerk

Date Adopted: June 13, 2007

Date Revised: September 7, 2016

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SCHOOL SECRETARY – LIBRARY CLERK SECRETARY DUTIES AND RESPONSIBILITIES

	Reception / Communication	Secretarial	Financial / Accounts
DAILY	<ul style="list-style-type: none"> ➤ reception (phones, directing calls & visitors) ➤ e-mail - checking & responding frequently ➤ mail - incoming & out going ➤ booking appointments, scheduling meetings ➤ messages to staff & students ➤ calling parents regarding - injuries, no lunches, sick, absent ➤ operating PA system, announcements update announcement log book daily handle inquiries as necessary from staff and students ➤ distribute medication as required 	<ul style="list-style-type: none"> ➤ preparing documents, memos, letters, etc. ➤ filing (forms students records, purchase orders) ➤ photocopying / faxing as required ➤ maintaining discipline files, white slips ➤ change calendar, sign in/out sheet, patrol sheets ➤ updating information binder ➤ assist principal with correspondence, etc. 	<ul style="list-style-type: none"> ➤ updating books ledger ➤ purchase orders - shipping/ receiving ➤ getting supplies for staff storage room, paper room, art room ➤ keep track of caution fees / lab fees ➤ issue cheques as necessary/record transaction ➤ receive and process new orders and supplies ➤ coordinate milk program, milk cards, collection of funds, prizes ➤ moving forms for janitors
	Reporting	Inventory	Misc.
DAILY	<ul style="list-style-type: none"> ➤ student database ➤ submitting on-line division forms & reports (maintenance /work orders/bus requisitions/ staff leave requests) ➤ maintaining attendance records - homeroom, class attendance, contacting parents ➤ incident reports ➤ electronic attendance/ record absences ➤ maintain student records /record staff absences and/or substitutes 	<ul style="list-style-type: none"> ➤ keep track of camera equipment 	<ul style="list-style-type: none"> ➤ copying information for students and staff, faxing ➤ laminating for staff ➤ photocopying for staff & students ➤ tend to forms & injuries ➤ check whiteboard

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SCHOOL SECRETARY – LIBRARY CLERK SECRETARY DUTIES AND RESPONSIBILITIES - page 2

	Reception / Communication	Secretarial	Financial / Accounts
WEEKLY	<ul style="list-style-type: none"> ➤ hand out activity sheet to youngest in the family or all students ➤ arranging space for clinical professionals & visitors 	<ul style="list-style-type: none"> ➤ update rolodex ➤ sending / receiving Cum. Files ➤ general office cleaning & organizing ➤ duty & lunch break interruption / library 	<ul style="list-style-type: none"> ➤ Hot Dog day checklists, count checklist sheets at office ➤ Friday Jean Day \$ ➤ Petty Cash
	Reporting	Inventory	Misc.
WEEKLY	<ul style="list-style-type: none"> ➤ report building (Maplewood) ➤ prepare and submit reports on-line (employee absence, acting principal, substitute reports, etc.) ➤ prepare and distribute weekly reminders and information for parents ➤ lunch orders – assist with preparation and distribution of lunch order forms and collection of envelopes 		<ul style="list-style-type: none"> ➤ Goody day sheet ➤ sub arrangements ➤ attendance tracking – sending out permission letters to parents ➤ purchase milk and necessary supplies (cups, etc.) in Brandon

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	Reception / Communication	Secretarial	Financial / Accounts
MONTHLY	<ul style="list-style-type: none"> ➤ Newsletter ➤ compile, prepare, copy and distribute monthly newsletter with monthly calendar ➤ website updated 	<ul style="list-style-type: none"> ➤ make forms (hot dog day, milk, etc) ➤ medication sheet ➤ prepare and distribute monthly staff meeting agendas and minutes ➤ attend staff meetings and take minutes as required ➤ update student records as required 	<ul style="list-style-type: none"> ➤ prepare and deliver bank deposit to nearest bank ➤ bank reconciliation/ledger ➤ budget tracking ➤ Jean Day money to Credit Union ➤ payments for lunch supervisors ➤ order and pick up supplies as necessary nearest location
	Reporting	Inventory	Misc.
MONTHLY	<ul style="list-style-type: none"> ➤ monthly transportation report ➤ IKON Meter Reading ➤ monthly attendance report ➤ bank reconciliation 		<ul style="list-style-type: none"> ➤ make up duty teams, lunch teams, EA lunch duty team and maintain

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	Reception / Communication	Secretarial	Financial / Accounts
SEMESTER/ SEASONAL	<ul style="list-style-type: none"> ➤ Volunteer tea, parent teacher interviews, Festival of the Arts, Tabloid Days ➤ Vision / Hearing Testing ➤ summer mail collection distribute accordingly 	<ul style="list-style-type: none"> ➤ Student Report Cards (photocopy and distribute as necessary) ➤ Mail reports at end of year if not picked up ➤ typing in Jr. High Marks (Excel) ➤ teacher timetables and maintain ➤ maintain checklist, class lists ➤ update planner ➤ printouts for staff checklists, class lists, bus info., medical lists, birthdays, class families ➤ update Fire Exit routes ➤ maintain bus duty/staff clean up sheets, phone passes, exemption sheets, password lists ➤ Kindergarten registration, rolodex, CUM files, inserts ➤ coordinate interviews and prepare schedule and/or requests forms for parents for November & March interviews 	<ul style="list-style-type: none"> ➤ send high school list of grade 8's caution/lab fees cheques ➤ Caution statements Gr. 7 & 8 outstanding textbooks ➤ prepare and print programs ➤ Open House (decorations/ refreshments) ➤ purchase of supplies ➤ chocolate bar sales
	Reporting	Inventory	Misc.
SEMESTER/ SEASONAL	<ul style="list-style-type: none"> ➤ Special attendance report ➤ EIS Data – transfers (students & teachers) ➤ Mark verification sheets from MB Ed. 		<ul style="list-style-type: none"> ➤ Halloween Unicef ➤ Concert, Musical, Jr. High Activities, School Photos, Magazine Sales ➤ Locks ➤ Beginning of year – Year End

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	Reception / Communication	Secretarial	Financial / Accounts
ANNUALLY	<ul style="list-style-type: none"> ➤ compile year-end newsletter 	<ul style="list-style-type: none"> ➤ Awards day ➤ prepare promotion certificates ➤ compile supply lists ➤ make up staff folders ➤ prepare staff handbooks ➤ outlining procedures and policies ➤ prepare information packages for parents (includes newsletter, handbook, student information form, medical forms, calendar, etc.) ➤ prepare files for new school year ➤ prepare new attendance forms, stationary, etc. ➤ update school keys ➤ order paper ➤ poster contests ➤ type up evaluations ➤ seminar calendar ➤ timetables for teachers ➤ textbook loans/returns ➤ prepare report card envelopes 	<ul style="list-style-type: none"> ➤ ordering office & general supplies ➤ MB Textbook orders ➤ cash box for tournaments, order food ➤ stock supplies orders ➤ purchase some supplies in person ➤ prepare statement of revenue and expenses for DO ➤ review all accounts and report to principal
	Reporting	Inventory	Misc.
ANNUALLY	<ul style="list-style-type: none"> ➤ Miscellaneous DO reports/surveys ➤ Grade 7 & 8 students textbook returns end of year 	<ul style="list-style-type: none"> ➤ inventory 	<ul style="list-style-type: none"> ➤ attend training sessions/meeting at DO ➤ orient new staff as required ➤ school supply list to students and other schools, and fax stores

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	Reception / Communication	Secretarial	Financial / Accounts
UPDATES AND NEEDED		<ul style="list-style-type: none"> ➤ prepare registration packages, greet new parents and student, tour the school, process completed forms ➤ update substitute and staff information ➤ prepare CUM files for out going students ➤ update Crisis Manual ➤ update staff directory, staff checklists ➤ change Bulletin Board seasonally (2hrs X 5 changes) ➤ prepare Tabloid Day work sheets/team sheets/certificates 	
	Reporting	Inventory	Misc.
UPDATES AND NEEDED	<ul style="list-style-type: none"> ➤ Accident reports ➤ Update student records in Maplewood program 		