

ROLLING RIVER SCHOOL DIVISION REGULATION

School Secretary Job Qualifications and Description	GDAY/R
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Position Title: School Secretary

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 support to the School.

Education

The minimum education requirement for this position is graduation from grade 12 and a post secondary program in Office Administration / Secretarial science, or equivalent.

Additional Skills

Required:

- Ability to communicate effectively with people both orally and in writing.
- Strong technology skills and knowledge and experience in word processing, spreadsheets, databases, publishing applications, and internet applications.

Preferred:

- Experience and training in Microsoft Office.
- Accounts processing background.

Experience

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

Key Duties and Responsibilities

To provide administrative support to the school in the following areas as outlined in the Elementary and High School Secretary Duties and Responsibilities.

- Reception / Communication
- Secretarial

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School Secretary Job Qualifications and Description - continued
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GDAY/R

- Financial / Accounts
- Reporting
- Inventory

Performs other job related duties as required.

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.

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Policy

Duties and Responsibilities - Elementary Secretaries
- High School Secretaries

Date Adopted: May 20, 2004

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ELEMENTARY SCHOOL 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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ELEMENTARY SCHOOL 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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ELEMENTARY SCHOOL SECRETARY DUTIES AND RESPONSIBILITIES - page 3

	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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ELEMENTARY SCHOOL SECRETARY DUTIES AND RESPONSIBILITIES - page 4

	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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ELEMENTARY SCHOOL SECRETARY DUTIES AND RESPONSIBILITIES - page 5

	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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ELEMENTARY SCHOOL SECRETARY DUTIES AND RESPONSIBILITIES - page 6

	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 		

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HIGH SCHOOL SECRETARY DUTIES AND RESPONSIBILITIES

	Reception / Communication	Secretarial	Financial / Accounts
DAILY	<ul style="list-style-type: none"> ➤ phones, finding students, directing calls & greet visitors ➤ booking appointments, scheduling meetings ➤ operating the PA system ➤ handle out-going & incoming mail and distribute ➤ speak with students and help them with questions ➤ student accidents/injuries reports ➤ handling medication ➤ supervision of students in the office 	<ul style="list-style-type: none"> ➤ typing ➤ filing ➤ open office (admin. Offices, photocopier, safe, intercom) ➤ order maintenance work & supplies by e-mail ➤ photocopy (either running off or fixing the machine) ➤ attend to injuries with cold packs, bandages, etc. ➤ copying for staff, students and community, faxing ➤ book subs if needed 	<ul style="list-style-type: none"> ➤ purchase orders ➤ collect money for sports, caution fees, calculators and keep accurate records ➤ issue receipts ➤ keep purchase orders & budget info in binder for easy access
	Reporting	Inventory	Misc.
DAILY	<ul style="list-style-type: none"> ➤ maintaining student database, submitting on-line division, maintaining attendance records & distribute to staff ➤ incident reports ➤ completing, submitting reports & forms (order buses, Request for Leave & mileage by e-mail to DO) ➤ keep student files and info up to date in computer 		

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HIGH SCHOOL SECRETARY DUTIES AND RESPONSIBILITIES - page 2

	Reception / Communication	Secretarial	Financial / Accounts
WEEKLY	<ul style="list-style-type: none"> ➤ arranging space for clinical professionals & visitors ➤ newsletter – bi-weekly 	<ul style="list-style-type: none"> ➤ arranging for maintenance of office equipment (as needed) ➤ sending/receiving CUM files ➤ prepare former student transcripts ➤ general office cleaning & organizing ➤ staff social committee ➤ laminating ➤ collection & organization of : consent forms (exams, Internet, field trips), fees, etc. 	<ul style="list-style-type: none"> ➤ banking (deposits (take to bank)) ➤ paying bills, writing cheques, keeping paper trail of transactions, updating Quicken) ➤ petty cash ➤ help Student Council with their deposit ➤ maintain Quicken for Student Council
	Reporting	Inventory	Misc.
WEEKLY	<ul style="list-style-type: none"> ➤ sub reports to DO ➤ report building – Maplewood ➤ sub arrangements ➤ attendance tracking – sending out letters to parents 	<ul style="list-style-type: none"> ➤ check supplies and put in cupboard (paper, etc.) ➤ keep forms and files up to date 	

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	Reception / Communication	Secretarial	Financial / Accounts
MONTHLY	<ul style="list-style-type: none"> ➤ Web page updates 	<ul style="list-style-type: none"> ➤ take staff meeting minutes, type & distribute ➤ newsletter ➤ keep up to date on new computer programs and attend inservices as require 	<ul style="list-style-type: none"> ➤ bank reconciliation ➤ budget tracking ➤ pick up statements from bank and reconcile accounts
	Reporting	Inventory	Misc.
MONTHLY	<ul style="list-style-type: none"> ➤ MHSAA eligibility forms ➤ Monthly attendance reports to DO 	<ul style="list-style-type: none"> ➤ check inventory, school supplies 	

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	Reception/ Communication	Secretarial	Financial / Accounts
SEMESTER/ SEASONAL	<ul style="list-style-type: none"> ➤ keep track of meetings scheduled for teachers, parents, students, etc. ➤ beginning of year – year end 	<ul style="list-style-type: none"> ➤ timetables – type & post changes ➤ arrange staff folders with forms & info to start new semester ➤ organize Christmas Dinner ➤ help set up for parent/teacher interviews (coffee/cookies) ➤ distribute school pictures and transfer to student info ➤ exam schedules ➤ beginning of year – year end 	<ul style="list-style-type: none"> ➤ Financial year end ➤ beginning of year – year end
	Reporting	Inventory	Misc.
SEMESTER/ SEASONAL	<ul style="list-style-type: none"> ➤ student report cards ➤ special attendance report ➤ verifying marks for report cards ➤ EIS Data – Transfers ➤ Mark verification sheets from MB Ed. ➤ Nominal roll ➤ submit list of RRFN students ➤ miscellaneous DO reports / surveys (like this one) ➤ enter student and teacher information ➤ transcripts and reports in student CUM file ➤ PSP forms to DO ➤ beginning of year – year end 	<ul style="list-style-type: none"> ➤ inventory ➤ unpack supplies and textbooks ➤ beginning of year – year end 	

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HIGH SCHOOL SECRETARY DUTIES AND RESPONSIBILITIES - page 5

	Reception / Communication	Secretarial	Financial / Accounts
ANNUALLY		<ul style="list-style-type: none"> ➤ help with grad & undergrad awards ➤ drama tickets – printing & sales ➤ posters 	<ul style="list-style-type: none"> ➤ ordering supplies ➤ MB Textbook orders
	Reporting	Inventory	Misc.
ANNUALLY	<ul style="list-style-type: none"> ➤ timetabling – entering courses, scheduling students, print outs for students and staff ➤ maintaining CUM files (ie. Placing a transcript in every student CUM file) ➤ prepare transcripts for past students 	<ul style="list-style-type: none"> ➤ check inventory ➤ order paper supplies from DO ➤ order office supplies & distribute ➤ order text books 	