

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Records Clerk</b>	<b>DATE:</b>	April 2011
		<b>REVISED:</b>	December 2016
<b>PAY GRADE:</b>		<b>LOCATION:</b>	Secondary Schools/ Continuing Education

**SUMMARY:** The primary focus of this position involves the processing of student information records as well as performing a variety of clerical duties in a school or office environment.


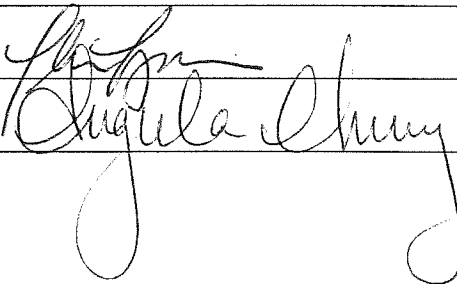
**DUTIES:**

1. Utilizing systems, inputs data which is relevant to District funding, graduation requirements and scheduling. Searches and analyses resource material as required.
2. Operates a computer using a variety of software programs. Selects, verifies, enters, stores and processes data from a variety of material, such as correspondence, student records, class lists, schedules, attendance records, medical information, etc. Updates and edits stored information. Selects data for recall and determines desired format of output on printer. Completes Ministry of Education data extracts, verification forms and prints report cards. Performs back-up of computer information.
3. Sets up and maintains appropriate filing systems.
4. Liaises with P/VP, Counsellors, Academic Advisors and teachers to ensure alignment of student data with school, district and ministry timelines and priorities.
5. Acts as a representative of the school: handles inquiries; gives out information; takes and refers messages. Within the scope of their responsibilities, acts as general liaison between the school principal and staff, students, parents, teachers-on-call and the general public, as well as outside agencies.
6. Produces a variety of routine correspondence and prepares for signature and approval materials, such as correspondence, reports, records, requisitions, lists, statements, memos, etc. Gathers data and prepares month-end and year-end forms and reports.
7. Operates and troubleshoots school equipment such as photocopiers, facsimile machines, etc.
8. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 with course emphasis on business practices and procedures.
2. One (1) year relevant experience working in a school environment.
3. Thorough knowledge of student records systems.
4. Proficiency with personal computers and a variety of software packages including word processing and spreadsheet applications with keyboard skills at 50 net wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors, visitors and outside agencies.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

 S. Bomb	 Angela Chung
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