

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

JOB DESCRIPTION

TITLE: Elementary School Secretary II

DATE: December 2017

REVISED: October 2022

PAY GRADE:

LOCATION: Elementary Schools

SUMMARY: Provides administrative services to the Principal/Vice Principal, general clerical services to the school, and assists in the administrative functions of the school. Coordinates the workflow of the office and acts as liaison between Principal, Vice Principal, staff members, students and the public.

DUTIES:

1. Acts as a representative of the school. Answers telephone calls, handles inquiries, gives out information, takes and refers messages, schedules appointments, and handles/sorts incoming and outgoing mail and deliveries. Acts as liaison between Principal, Vice Principal, staff, students, parents, suppliers and the general public.
2. Coordinates and oversees the workflow of the office.
3. Operates a computer using a variety of software programs. Selects, verifies, enters, stores and processes data from a variety of sources including registration/transfer documentation, legal and immigration documents, invoices, purchase orders, inventories, student records, class lists, schedules, attendance records, medical information, and emergency procedures. Utilizing systems, inputs data on headcount and programs, which are relevant to District funding (1701).
4. Updates and edits stored information, including website updates, room bookings and work orders. Selects data for recall and determines desired format of output. Performs back-up of computer data as necessary.
5. Composes and prepares for signature and approval a variety of material, such as correspondence, newsletters, reports, records, requisitions, memos, etc. Gathers data and prepares month-end and year-end forms and reports.
6. Checks validity of entries on school-based and district accounts; manages school-based cash accounts; issues receipts; prepares and makes bank deposits; records income and expenditures; prepares and submits monthly bank reconciliation, employee reimbursements and budget adjustment requests. Reviews and finalizes for approval all purchase card and online purchase transactions.
7. Prepares requisitions for purchase orders. Obtains prices and specifications through the Purchasing Department or from suppliers. Verifies incoming deliveries for accuracy, completeness and damage. Verifies packing slips and invoices. Tracks and maintains the storage and inventory of art, paper and office supplies in an orderly manner.
8. Operates, troubleshoots, and facilitates maintenance and repair of school office equipment.

9. Establishes and maintains files and records on administrative matters pertaining to school operations, student records, policies and procedures.
10. Reviews the daily absence/dispatch reports for coverage and accuracy.
11. Oversees the work of student volunteers and work experience students.
12. Provides basic comfort to children in cases of sickness or emergencies; notifies parents, ambulance service and/or hospital if required. Monitors children waiting to be picked up.
13. 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 plus a special program in bookkeeping and/or accounting.
2. A course in Supervisory Skills or equivalent training and experience plus two (2) years practical experience in office administration, preferably in a school setting.
3. Proficiency with office equipment, computers and a variety of software packages including word processing, spreadsheets, and database applications with keyboard skills at a minimum of 60 net wpm, with a high degree of accuracy.
4. Ability to assign, direct and monitor the work of others, anticipate needs and set priorities to maintain an efficient and harmonious office environment.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, and visitors.
6. Demonstrated ability to organize work flow and office systems such that work is prioritized to meet deadlines while dealing with distractions.
7. Demonstrated ability to work at the level of independence and with the degree of confidentiality and initiative appropriate to the position.
8. Valid B.C. Driver's License.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	