

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

**JOB DESCRIPTION**

**JOB TITLE:** Records Clerk

**DATE:** November 2016

**REVISED:** December 2021

**PAY GRADE:**

**LOCATION:** Secondary Schools/  
Continuing Education

**SUMMARY:** Under the direction of the school principal, 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:**

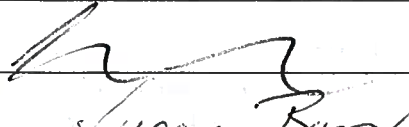
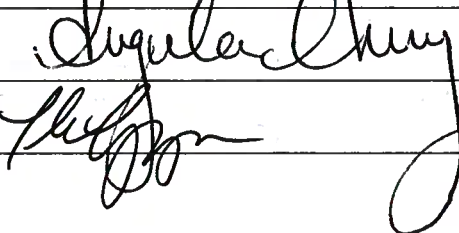
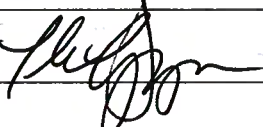
1. Utilizing systems, inputs data on headcount, programs and course counts, which are relevant to District funding (1701), graduation requirements and scheduling.
2. Operates a computer using a variety of software programs. Selects, verifies, enters, stores and processes data from a variety of material, such as correspondence, student records, class lists, schedules, attendance records, medical information, etc. Updates and edits stored information, including alerts and programs. Selects data for recall and determines desired format of output on printer. Completes Ministry of Education forms, verification forms and publishes report cards. Searches and analyses resource material as required. Performs back-up of computer information.
3. Utilizes student information system to prepare, extract, and maintain student records relevant to Ministry of Education reporting. Sets up and maintains appropriate filing systems.
4. Processes student registrations ensuring appropriate documentation is submitted, entered, and filed.
5. Arranges for transfer of electronic and hard-copy student records to manage student enrolment/withdrawal at the school and concurrent cross-enrolment with other schools.
6. Liaises with P/VP, counsellors, academic advisors, teachers, and ministry staff to ensure alignment of student data needs with school, district and ministry timelines and priorities.
7. 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.

8. Produces a variety of routine correspondence and prepares for signature and approval materials, such as reports, records, requisitions, lists, statements, memos, letters, etc. Gathers data to prepare month-end and year-end forms and reports.
9. Operates and troubleshoots school equipment such as photocopiers, facsimile machines, etc.
10. 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, with the ability to process data quickly and accurately.
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 and attention to detail appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

 Susan Bunn	 Angela Chung
 Philip	