

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

ASSISTANT SCHOOL SECRETARY

ELEMENTARY OR MIDDLE YEARS

1. Position Summary

Under the general supervision of the Administrator or school secretary, performs a variety of secretarial and administrative duties. Assist staff, students, parents and visitors.

2. Duties

a. Receptionist and Public Relations

- Answer incoming calls, relay messages, receive visitors.

b. Computer Functions

- Assist in maintaining student records and produce reports on all present, incoming and outgoing students.
- Assist in preparing reports such as weekly and bi-monthly employee management reports.
- Assist in preparing purchase orders and checking packing slips.
- Word process items such as routine correspondence, Child Guidance referrals, tests and newsletters.

c. Attendance/Call back

- Receive calls from parents on absent students, record student attendance and call parents on absent students at home/work if a call is not received.
- Record reason for absence on student attendance form and advise teacher.
- Issue late slips and record names of students leaving school.

2. Duties

d. Office Management

- Assist with organizing and maintaining office files.
- Assist with opening, sorting and directing incoming mail.
- Assist with ordering, maintaining and distributing supplies, stamps, bus tickets/passes.
- Assist with calls when machines need servicing.

e. Other Duties

- Assist with supervising students in the office area in the absence of the Administrator.
- Assist with emergent needs of students in absence of Administrator.
- Operate PA system.
- Photocopy
- Assist staff in operating office equipment.

3. Education

- Grade XII
- One year Administrative Assistant course or equivalent to attain knowledge of word processing, keyboarding, basic accounting is preferred.
- Typing 60 wpm.
- Use of office equipment such as computer, multi-line phone, calculator, photocopier and fax machine.

4. Experience

- 1 to 2 years previous experience, plus 1 year on-the-job training which includes in-house computer training.

5. Physical Demands

- Intense visual and mental concentration, eye strain from computer and sitting for long periods of time.
- Unpack office supplies, as required.

6. Working Conditions

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.
- Occasional after-hour attendance at educational seminars.