


<b>WSÁNEĆ SCHOOL BOARD</b> 	<b>JOB DESCRIPTION</b>  <b>Job No. 6</b>
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POSITION	WSÁNEĆ School Board Secretary
CLASSIFICATION	
DEPARTMENT	Administration, Saanich Adult Education Centre, ŁÁU,WELNEW Tribal School, WSÁNEĆ Leadership Secondary School
SALARY RANGE	

**SUMMARY**

Responsible for providing office secretarial and receptionist functions, accounting duties and manages office operations in the office or school.

**SCOPE**


Works under the direction of the Executive Assistant or Principal or Director and in accordance with WSÁNEĆ School Board policy/procedure to provide services for administration, day care department, ŁÁU,WELNEW Tribal School, WSÁNEĆ Leadership Secondary School or Saanich Adult Education Centre. The position provides services to students, parents and the public as required.

**DUTIES**

**Communication**

- Demonstrate leadership by taking responsibility for recognizing and developing potential in our WSÁNEĆ school community
- Provides assistance and support to other members of staff in a positive helpful manner
- Establishes and maintains effective and efficient communication networks within and between schools, the Board Office, parents, community and government agencies
- Contribute to a collaborative team environment through monthly clerical meetings and job-sharing discussions
- Maintains the confidentiality of all student/parent/employee discussions and correspondence
- Problem solves routine parent/student and employee issues as they arise and consults with Supervisor or direct to appropriate staff
- Registers students and families by updating Nominal Roll cards throughout the year as required
- Assists students with online registration process as needed
- Uses phone system to make announcements to staff, students and parents including emergency drills
- Provides information related to WSÁNEĆ School Board procedures, policies and guidelines related to student activities
- Reviews/consolidates and monitors chronic and critical health care information with the Public Health Nurse and communicates as appropriate with school staff and/or parents
- Answers, screens and refers inquiries and when necessary seeks and confirms resolution
- Maintains communication with outside agencies on a variety of issues at the direction of supervisor

**Office Operations – General**

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- Oversees and supervises overall office operations for all staff in the office
- Monitors compliance at the worksite of student custodial issues and restraining orders at discretion of supervisor
- Provides assistance and support to other members of staff in a positive and helpful manner
- Provides recommendations on office administration and school policies and procedures
- Trains, supervises and provides orientation to employees, volunteers and students
- Coordinates the orientation of new staff members and establishes information for new staff to the student information system (Drums/M-Files)
- Maintains log of incoming and outgoing students and their respective classes
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- Maintains field trip logs including costs associated with field trips
- Prepares and circulates agendas, records minutes, co-ordinates office calendar for school events, maintains calendar for Principal at discretion of Supervisor
- Sets up and schedules parent-teacher interviews in partnership with Home-School Coordinator
- Supervise students in the medical room and notifies parents as required
- Ensures vacant positions are temporarily filled for TOC and On-call positions as directed by Supervisor
- Produces and distributes school administration updates through newsletters, website, or social media as requested
- Open, date stamp, log and distribute incoming mail and forward to appropriate departments. Ensure outgoing mail has proper postage and is posted by 3:00 pm daily
- Receive orders and deliveries for applicable departments
- Monitor incoming and outgoing faxes as required

#### Office Operations-Accounting

- Coordinates the purchase of office supplies as required and assists with staff orders for instructional material
- Assists with POs as needed
- Maintains PO filing and referencing

#### Office Operations – Technical

- Maintains and updates student data for nominal roll eligibility and funding requirements (e.g. school supply subsidy, student incentives, student fees, student awards)
- Coordinates and administers information and statistics on student and programs, strategic planning goals for administration, board and public schools as required
- Prepares complex documents, reports and confidential correspondence and composes documents as needed
- Supports and assists staff in use of office software including Word word processing, spreadsheet, desktop publishing and school-based student information systems
- Provides in-service, trouble shoots problems and arranges for repair on office equipment
- Ensure social media and website information is current
- Maintain an adequate supply of forms (e.g. fax sheets, mileage, travel expenditure, facility rental and provide forms and information as requested by staff and the public

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- Organize meetings and workshops (checking schedules, booking rooms, creating agendas etc)
- Attend staff meetings or other meetings, take and transcribe minutes for distribution
- Maintain general inventory of office supplies and prepare purchase orders
- Bookkeeping responsibilities at the request of the Bookkeeper as needed
- Keep front office, copy room and coffee area in good order
- Maintains filing and school's records management system (e.g. M-Files and Drums)
- Backup other administrative staff as required
- Performs other assigned duties that are within the area of knowledge and skills or willing to learn the duties that are required by the job description

#### QUALIFICATIONS

##### Level 1:

- Grade 12 plus one-year related experience

##### Level 2:

- Grade 12
- Certificate in Office Administration plus four-year related experience
- Proficiency in Microsoft Office

#### DESIRABLE SKILLS

- Knowledge of WSÁNEĆ School Board Policies, Procedures and Regulations

#### DATE

April 2021