

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: ACADEMY/STUDENT INFORMATION SECRETARY

QUALIFICATIONS:

- Completion of a 1-year program in Office Administration (which must include courses in accounting/bookkeeping and office procedures) or equivalent
- Minimum of 4 years of experience in office administration with a combination of accounting/bookkeeping, 1 year of school based data management
- Advanced knowledge of relevant software programs, including the ability to import/export data between programs, (Windows, KEV, MyEd, Excel, Academy Registration website, etc.)
- Demonstrated ability to use knowledge and resources to resolve problems and issues as they arise within their areas of responsibility.
- Demonstrated ability in setting priorities and meeting deadlines.
- Ability to get along well with other staff and use courtesy, tact and diplomacy in exchanges with the public and other departments.
- Accountable for care, accuracy and attention to detail in all aspects of work.
- Ability to use a calculator, computer keyboard, and other general office equipment with speed and accuracy.
- Ability to accurately perform diversified, repetitive tasks with constant interruptions without supervision, under tight deadlines.
- Aptitude for and experience in computer operations and data input.
- Ability to follow direction.
- Ability to respect the confidential nature of academy families' finances, academy budgets, financial transactions, correspondence and discussions.
- Demonstrated ability to work in a team environment, with a commitment towards excellence.
- Ability to record minutes of meetings
- Ability to type a minimum of 60 words per minute

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- Ability to successfully meet and effectively deal with all individuals in or associated with the academy office such as students, parents, public, etc
- Demonstrated ability to effectively report account information
- Ability to operate under pressure
- Must possess a valid class 5 driver's license

RESPONSIBLE TO:

Principal of Academies

SUPERVISES:

TBA

JOB GOAL:

The academy/student information secretary assists and relieves the principal of administrative detail so he/she may devote maximum attention to academy administration. An employee of this class is responsible for the effective provision of administrative, secretarial, accounting, clerical and reception services in the academy office. Work is performed under minimal supervision with a high degree of independent judgment and action in dealing with a variety of assignments and situations. The incumbent exercises courtesy, discretion and diplomacy in supplying information and assistance to staff, students, parents and the public. Contributes support for the report of student record information to the Ministry of Education and manage confidential student records and demographics for Juan de Fuca Distributed Learning.

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PERFORMANCE RESPONSIBILITIES:

1. Runs and plans the work of the office.
2. Composes and types a variety of letters, memos forms, financial reports, office procedures, etc.
3. Ensures that all work expected by the principal is accurately completed on time.
4. Operates office machines as required.
5. Ensures office supplies are maintained.
6. Receives all money coming into the academy office which involves issuing receipts, keeping and balancing cash receipts register and cash disbursement registers, making bank deposits and keeping bank reconciliation statements, issuing financial statements and full budget control of all accounts concerned. Handles cash, cheques, mastercard, visa and interact payments for academy registrations, fundraising, ticket sales, and field trips.
7. Acts as recording secretary for staff meetings as required by the principal and prepares agendas and schedules meetings.
8. Respects the confidentiality of all correspondence and discussions, financial matters and bursaries.
9. Maintains records of school expenditures and revenues.
10. Acts as a registration clerk by providing information to the public/families on all academy program offerings, cancellations and changes as required.
11. Records student active status and ensures that teachers have provided the correct paperwork as it relates to Ministry of Education reporting of student data collection for distributed Learning students (e.g. 1701, TRAX and SADE data).
12. Enters, maintains student information and academy registrations
13. Operates computer, fax machine, point of sale terminal, photo copier, calculator and ensures that equipment is kept clean and in good repair.
14. Instructs and trains parents, teachers and the public on how to register for the academy programs and set up payment accounts

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EVALUATION

DATE: April 27, 2018

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	Factor	Degree	Points	Substantiating Data
1.	Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2.	Experience	6	90	Three years and over
3.	Judgement	4	40	Job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5.	Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6.	Dexterity	5	30	Job requires tasks that demand coordination of coarse and fine movements, where speed is a major consideration;
7.	Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.

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| 9. | Interpersonal Skills | 4 | 40 | Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information. |
| 10. | Disagreeable Conditions | 3 | 30 | Minor conditions with frequent exposure;
OR Major conditions with occasional exposure. |

TOTAL POINTS

403

APPROVED

C.U.P.E., Local 459

School District No. 62 (Sooke)
