

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CLERK MIDDLE/SECONDARY SCHOOL

QUALIFICATIONS:

1. Completion of Grade 12 plus an additional vocational programme of up to one year or equivalent in Office Procedures, Data Management, Microsoft Office, bookkeeping and accounting.
2. Must possess good communication skills and the ability to get along well with people and work as a team member.
3. Ability to work from semi-routine instructions, prioritize, and to perform diverse duties efficiently and productively, despite constant interruptions.
4. Two years of general office experience
5. Possesses or is capable of attaining Occupational First Aid Level 1 Certification.
6. Keyboarding skills (50 words per minute minimum) and the operation of common office equipment and machines.
7. Good working knowledge of relevant software programs: student database/management systems, excel, Microsoft office, file management, desktop publishing, accounting software, and windows explorer.
8. Excellent knowledge of business English, spelling, grammar, punctuation, mathematics and general office practices.
9. Accountable for care, accuracy, and attention to detail in all aspects of work and in the provision of service to students, parents and staff.

RESPONSIBLE TO: Secretary III/Principal.

SUPERVISES: N/A

JOB GOAL:

To assist in the administration of the school office so as to provide the maximum educational services.

PERFORMANCE RESPONSIBILITIES:

1. Receives and handles money (cash, cheques, visa, etc.) as required, including input into student data management program, issues receipts for same, and makes required bank deposits. Public, non-public funds – management and reconciliation as required, including purchasing cards, petty cash.

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2. Enters, verifies and responds to queries about school based student data (e.g. ministry requirements, graduation requirements, report cards, timetables, PR cards, attendance) for reporting processes using the student management system. Data entry, retrieval and creation of new types of reports with the data system.
3. Acts as a receptionist, effectively handling front counter and telephone queries, information, requests and complaints.
4. Handles responsibilities including registration of students, maintaining student records and data management, as required.
5. Inputs attendance as required, and ensures accurate reporting to parents and staff.
6. Maintains inventory of textbooks, including student related charges and ensures accurate locker distribution processes/records are in place.
7. Ensures that incoming mail is distributed accordingly, and that all outgoing mail, including courier, is processed properly
8. Inputs data as required, and prepares instructional materials.
9. Files correspondence, student records, accounting records as required.
10. Respects the confidentiality of the position, including records, correspondence and discussions at all levels.
11. Dispenses medication and first aid as required.
12. Responsible for maintenance and repair of all office equipment, as required.
13. Performs related office duties as assigned.

TERMS OF EMPLOYMENT: Ten or twelve month year, depending upon place of employment.

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EVALUATION

DATE: January 19, 2017

JOB TITLE: Clerk Middle/Secondary School

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional programme of up to one year or equivalent.
2. Experience	5	75	Two years and over.
3. Judgement	2	20	The job requires the application of established methods or procedures. Work may involve a choice of methods.
4. Concentration	4	40	Almost continuous periods of intermediate duration; or frequent periods of long duration.
5. Physical Effort	3	18	Light activity of long duration; or medium activity of intermediate duration; or heavy activity of short duration.
6. Dexterity	4	24	Job requires tasks that demand coordination of coarse and fine movements, where speed is a major consideration; OR Coordination of fine movements, where speed is a moderate 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	4	32	High degree of care required to prevent injury or harm to others.
10. 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.
11. Disagreeable Conditions	3	30	Minor conditions with frequent exposure; OR Major conditions with occasional exposure.
TOTAL POINTS		379	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed:_____

Date Signed:_____