

0SCHOOL DISTRICT NO 62 (SOOKE)

**TITLE: STUDENT INFORMATION SECRETARY,
 WESTSHORE CENTRE**

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 and WebCT.
2. Two years general office experience with at least one year of which must be in the use of school based data management.
3. Keyboarding skills (50 w.p.m.) and the operation of common office equipment and machines.
4. Advanced knowledge of relevant software programs, including the ability to import/export data between programs, (Windows, First Class, Microsoft Office, Excel, student management systems, WebCT and Ministry Data Collections Websites) as it relates to student records, marks and attendance.
5. Excellent knowledge of Ministry requirements for Data Collection and district/school reporting processes.
6. Excellent knowledge of B.C. Graduation requirements.
7. Ability to prioritize and perform diversified and/or repetitive tasks with minimum supervision.
8. Excellent knowledge of business English, spelling, grammar, punctuation, arithmetic and general office practices.
9. Accountable for care, accuracy and attention to detail in all aspects of work and excellent provision of service to students, parents and staff.
10. Possesses or is capable of attaining Occupational First Aid Level 1 Certification.
11. Excellent communication skills to deal with various requests from Universities: Colleges: students, parents, district and school personnel and the ability to get along well with people and to use tact, diplomacy and persuasion to resolve problems or obtain services. .
12. Ability to perform duties efficiently and productively, despite constant interruptions.
13. Experience preferred working with Adult Continuing Education, Alternate and Distributed Learning Programs.
14. Ability to work as a team member

JOB GOAL: To contribute support for the reporting of student record information to the Ministry of Education and manage confidential student records and demographics for WestShore Centre Schools. (BYTE Alternate, Juan de Fuca Distributed Learning and WestShore Continuing Education). The main responsibility and focus of this position is the administrative support required for Juan de Fuca Distributed Learning. Work is performed under minimal supervision with a high degree of independent judgment and action in dealing with a variety of assignments. The incumbent exercises courtesy, discretion, and diplomacy in supplying information and assistance to staff, students, parents and the public.

RESPONSIBLE TO: Secretary IV WestShore Centre

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Acts as a registration clerk by providing information to the public/students on all course/program offerings, cancellations and changes as required. Makes appointments related to academic, job skills, projects and full time training programs.
2. Handles cash, cheques, mastercard, visa and interact payments for registrations and issues receipts for same.
3. Enters, verifies and responds to queries about school based student data (e.g. ministry requirements, graduating requirements, report cards, timetables, PR cards, attendance) for reporting processes using the student management system.
4. Assists with the coordination of school start up and year-end procedures including exam registrations, textbooks, class lists, graduation programs, ministry forms, transcript verifications.
5. 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 Adult, Alternate and Distributed Learning students. (e.g. 1701, TRAX and SADE data)
6. Records/tracks students from other district and out of district schools and reports relevant course completion data to these schools.
7. Enters, maintains student information and course registrations in WebCT for online courses and ensures students have become active in their course/s.
8. Operates computer, fax machine, point of sale terminal, photo copier, binding machine and laminator and ensures that equipment is kept clean and in good repair.

9. Copies and collates instructional materials as required for Juan de Fuca Distributed Learning. Coordinates with Academic Advisors from other schools insuring course modules, materials and learning resources are gathered for partial or full paper based courses.
10. Orders, catalogues and maintains supplies of learning resources for academic classes as required.
11. Composes and types a variety of letters, memos, forms, reports, student statistical data, ie course completions and active status
12. Assists the Secretary IV in meeting deadlines for Ministry 1701 data collection, TRAX and SADE data.
13. Files correspondence, registration forms, etc as required.
14. Dispenses minor first aid to staff and students as required.
15. Respects the confidentiality of all correspondence and discussions.

TERMS OF EMPLOYMENT: Twelve months a year.

Signature of Employee

Signature of Supervisor

APPROVED

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

On behalf of School District No. 62 (Sooke)

Date signed: _____

Date signed : _____

**TITLE: STUDENT INFORMATION SECRETARY,
WESTSHORE CENTRE**

EVALUATION

DATE: April 7, 2010

TITLE: Student Information Secretary, Westshore

Factor	Degree	Points	Substantiating Data
1. Knowledge	3	5	Completion of Grade 12 plus an additional vocational programme of up to six months.
2. Experience	5	75	Two years and over.
3. Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures.
4. Mental Effort	3	30	Frequent periods of intermediate duration.
5. Physical Activity	2	12	Medium activity of short duration.
6. Dexterity	2	12	Employee is required to perform tasks that demand that accurate coordination of coarse movements, where speed is a secondary consideration.
7. Accountability	4	40	Cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	1	8	Little degree of care required to prevent injury or harm to others.
9. Contacts	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	Major conditions of frequent exposure.
TOTAL POINTS		334	

APPROVED

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