

## JOB DESCRIPTION

<b>JOB TITLE</b>	Administrative Secretary, Secondary School
<b>JOB LEVEL</b>	F
<b>DEPARTMENT</b>	Learning Support Services
<b>SUPERVISOR</b>	Principal

### POSITION SUMMARY

Under the direction of the Principal, the Administrative Secretary, Secondary School supports school administrators and promotes efficient school operations by performing a variety of duties related to school finances, direction of office staff, communication and liaison with students, staff and the public, completion of special projects, and dealing with emergency issues. The emphasis on particular responsibilities may vary by school.

### DUTIES AND RESPONSIBILITIES

- Monitor the school budget including Board and non-Board accounts.
- Assist with the preparation of budget; liaise with department heads and principal on budget matters, as required.
- Receive/disburse funds from groups within and on behalf of the school.
- Prepare journal entries, budget transfers and adjustments.
- Oversee the purchasing function and liaise with purchasing department as required.
- Conduct all banking and related duties including electronic and manual deposits, and reconcile accounts.
- Use Board systems including budgetary accounting system, purchase order system, attendance system, warehouse order system, student information systems and electronic banking/revenue system. Meet deadlines for Board and Ministry reporting.
- Assist Principal with the coordination of tasks regarding student exams and reports.
- Coordinate, direct, provide training and/or guide the work of school office staff.
- Set vacation schedules and coordinate staff development for office staff.
- Respond to or redirect inquiries from all staff regarding personnel matters.
- Maintain current knowledge of Board and School policies and procedures that impact school operations and responsibilities of incumbent.
- Ensure maintenance and safe-keeping of reports and records.
- Maintain/distribute in-school Board policy and procedure manuals.
- Act as a confidential liaison between staff/students/public and school administrators.
- Attend staff meetings for information purposes or to assist in the coordination of events.
- Organize/assist with commencement ceremonies or other special events.
- Administer or oversee the administration of the Use of Facility Contracts.
- Review Board email and distribute to appropriate personnel.
- Prepare correspondence or reports as directed.
- Respond to inquiries and take appropriate action to resolve pressing matters or emergencies with reference to policies, guidelines, protocols or past practice.
- Ensure office equipment is serviced and in working order and maintain service contracts.

### EDUCATION

Completion of a one year post-secondary program in office or business administration or equivalent.

### EXPERIENCE

Four years of related work experience is required.