

JOB DESCRIPTION

JOB TITLE	Elementary Administrative Secretary
JOB LEVEL	E
DEPARTMENT	Learning Support Services
SUPERVISOR	Principal

POSITION SUMMARY

Under the direction of the Principal, the Elementary Administrative Secretary supports school administrators and promotes efficient school operations by performing a variety of duties related to school finances, 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

- Greet and direct students, parent/guardians, teachers and the public.
- Complete tasks related to the "Attendance/Safe Arrivals" policy.
- Monitor students waiting in the office.
- Provide First Aid as required.
- Adhere to protocols regarding custody and access to ensure student safety.
- Update and maintain student database and Ontario Student Records.
- Meet deadlines for Board and Ministry reporting.
- Prepare monthly and year-end reports related to student data.
- Monitor the school budget including Board and non-Board accounts.
- Assist with the preparation of budget; liaise with 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.
- Monitor supplies and place orders through Board systems.
- 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.
- Coordinate, direct, provide training and/or guide the work of school office staff.
- 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.
- Organize/assist with graduation ceremonies or other special events.
- Administer or oversee the administration of the Use of Facility Contracts.
- Prepare newsletters, correspondence, photocopy materials and complete filing.
- Process incoming and outgoing correspondence (mail, email, fax, courier.)
- Respond to inquiries with reference to policies, guidelines and protocols.
- Operate office equipment including fax machine, photocopier, computer, etc.

EDUCATION

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

EXPERIENCE

Two years of related work experience is required.