



2014 June

## **JOB DESCRIPTION**

**JOB TITLE** Secondary School Secretary  
**JOB LEVEL** D  
**DEPARTMENT** Learning Support Services  
**SUPERVISOR** Principal

### **POSITION SUMMARY**

The Secondary School Secretary ensures the integrity and accuracy of the data in the student information system, completes reporting through OnSIS, assists with various school operations and provides general clerical support. The emphasis on particular responsibilities may vary by school.

### **DUTIES AND RESPONSIBILITIES**

- Greet and direct students, parents/guardians, teachers and the public.
- Answer telephone or email inquiries; take messages and redirect appropriately.
- Monitor students waiting in the office and utilize school-based protocols appropriately.
- Assist with student attendance as required.
- Schedule student appointments.
- Update and maintain student database with information such as student demographics, timetable, academic history and marks.
- Update and maintain database relative to school operations such as master timetable, teacher assignments, and school enrolment registers.
- Troubleshoot difficulties with student information system and liaise with appropriate school or Board staff.
- Meet deadlines for Board Month End Enrolment and Ministry/OnSIS reporting.
- Process student report cards.
- Upload student data to College and University application system.
- Maintain current knowledge of enrolment register guidelines.
- Update, produce, file and process transcripts and requests.
- Maintain/file Ontario Student Records.
- Assist with student awards and scholarship tasks.
- Process incoming and outgoing correspondence (mail, email, fax and courier.)
- Prepare correspondence, letters, documents and reports.
- Assist with events and special projects.

### **EDUCATION**

Completion of OSSD or equivalent.

### **EXPERIENCE**

Two years of related work experience is required.