



P.O. BOX 89 ILE-A-LA CROSSE, SASKATCHEWAN S0M 1C0 PHONE (306) 833-2141 FAX (306) 833-2104

## SCHOOL SECRETARY

### JOB DESCRIPTION AND QUALIFICATIONS

#### Position Summary:

The purpose of a school secretary is to assist with the smooth operation of school based systems. The school secretary is required to assist school administration, staff, students, parents, and community members with school operations.

#### Objectives:

1. To provide administrative support for the purpose to ensure efficient operation of the school and to facilitate increased participation opportunities by students, individuals and teachers within the learning sector of education.
2. To establish communication, work ethics, and administrative support to ensure effective education of students.
3. To promote education and recreation programs as a positive wellness alternative and an important foundation for quality family life and community spirit.
4. To prioritize administrative work under the direction of school administration.

#### Reporting Responsibilities:

The immediate supervisor is the Principal of the school or designate. This position does not involve the supervision of other staff.

#### Duties:

The duties may be altered or changed to maintain efficiency of administrative assistance at the discretion of the Supervisor.

1. Student Data System
2. Records keeping
3. Ordering/purchasing
4. Reception (phone, office)
5. Other duties as assigned by school Principal or designate

## Requirements and Skills:

The qualifications, knowledge and education must be acceptable to the Ile a la Crosse School Division No 112. Requirements to maintain employment must be presented and acceptable to the Board of Education.

### Requirement – Education and Training

1. Grade 12 or equivalent academic standing from a recognized educational institution.
2. Certificate or equivalent post-secondary education, and credit received for Office Education is an asset.
3. Training and experience from prior employment, a certificate or letter of reference from an accredited facility is an asset.
4. A valid driver's license may be required.

### Requirement – Policy, located on the website, [www.icsd112.ca](http://www.icsd112.ca), Division Policies and Procedures

1. A current validated criminal record check approved following school division policy.

### Skills

1. Good health, self-motivated and energetic.
2. Ability to work with students, staff, parents, and community in a patient and polite manner.
3. Ability to work in a cooperative manner with staff to ensure the appropriate flow of information and decision making.
4. Ability to take direction.
5. Develops professional relationships in support of the school programs and procedures and policies.
6. Ability to prioritize work in order of importance and time frames.
7. Ability to maintain confidentiality regarding student, individuals, school matters and within the program.
8. Possess a positive attitude.
9. Good written and oral communication skills.
10. Knowledge and acquisition of administrative assistant (office) techniques.
11. Ability to use the computer and school operations related programs.

## Working Conditions:

1. Standing, sitting, reading, typing, writing and verbal communication.
2. Deal with unpredictable and difficult people related situations (students and adults).
3. May require in-town travel for errands.