

1. IDENTIFICATION

Position No. 09-8325	Job Title School Secretary	Supervisor's Position Principal
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Department Education	Division/Region Kitikmeot School Operations	Community Cambridge Bay	Location Kiilnik High School
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Fin. Code: 09873-01-4-410-0980070-01-????
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2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
A bilingual (English & Inuinnaqtun) person, this employee acts as a receptionist at the front office area of the school. This individual answers the telephone, interprets/translates at meetings between parent and teacher, translates letters and other school materials and performs the general office duties including typing, filing, record keeping and other duties under the direction of the Principal.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
The School Secretary is responsibly for providing a liaison between the public and the school, as well as co-ordinate appropriate documents to the regional education office, Kitikmeot School Operations.
This position is expected to maintain all record keeping for the school and staff and over all proficiency of the school.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.
<ul style="list-style-type: none"> - Act as a receptionist at the front office area in the school - To help visitors wanting to visit classrooms or meet with their children's teachers - Supply information required by the general public - Answering telephone and taking messages in either language - Meeting visitors and ensuring that they are able to communicate with appropriate staff member - Interpreting at parent/teacher meetings

- Providing a home/school liaison service to promote more frequent and better communication
- School wide announcements
- Receive/send data to the Regional office
- Main contact with other agencies and Government Departments
- Typing hand written correspondence or reports
- Translating any out going or incoming correspondence as required
- Contact parents on behalf of teachers and vice versa to act as a liaison
- Arranging meetings as required, interpreting when necessary
- Providing parents with information as appropriate
- Passing on messages to parents, school staff and students
- Ordering school supplies and materials
- Maintaining the filing system, filing and retrieving correspondence as required
- Recording the leave & attendance of students and staff (GN/casuals)
- Data entry of purchase orders, timesheets, leave forms and student attendance
- Provide class lists using the regional Filemaker pro database
- Handling incoming and outgoing mail & freight
- Managing local programs within school (Breakfast/Snack Program)
- Tracking/recording sealift goods
- Contact substitute teachers & other related positions for staff

Summer Duties

- Updating new school year class lists
- Re-sorting Student Records for new school year
- Updating school database for new school year
- Filing
- Translating documents
- Archiving school records
- Reproducing student/class/teacher timetables for new school year
- Reproducing school handbook/opening newsletter for new school year
- Receiving summer Sealift

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge of office/school routines, School Programs offered and of general office equipment (photocopier, telephone system, fax machine, laminator, computer, Student Information Database)

Ability to communicate effectively with other agencies and GN departments, as well increased typing ability (English & Inuinnaqtun)

Computer programs (Word, Excel, Filemaker Pro, Qaujisaut, FirstClass)

These skills are acquired through Office Procedures course at NAC or Grade 10 equivalent – reasonable level of literacy in Inuinnaqtun and English is essential and at least 2 years related work experience

The position is considered a highly sensitive position and requires both a clean Criminal Record Check as well as Vulnerable Sector Check

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

Majority of time sitting at the computer and workstation, there is ample opportunity for incumbent to get up and move around the office.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Parents – in these situations the employee is often required to relay information or interpret interviews relating to a student experiencing some difficulty (ie. attendance/behavior). Often tense situations requiring a great deal of tact and diplomacy.

Students – in these situations the employee is often required to attend to those sent to the office until the Teacher/Principal or Counsellor is able to attend to them.

Staff – as work area is in the main office/general area, constant interruptions may occur while

staffs are organizing class/materials.

General Public – as in the center of the school environment, disruptions from the general public/visitors occur on a frequent basis.

Sensory Demands

Indicate the nature of demands on the jobholder’s senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

There are no significant adverse sensory conditions that exit in this position.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

There are no significant adverse mental conditions that exit in this position.

7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Supervisor Title</p>
<p>_____</p> <p>Printed Name</p>	<p>_____</p> <p>Supervisor Signature</p>
<p>_____</p> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Head Signature</p>	
<p>_____</p> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.