

# SECRETARY IV Senior High Registrar - (SEC)



PAY GRADE 6

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**Position/Title:** \_\_\_\_\_ **Department/School:** \_\_\_\_\_

**Reports to:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Incumbent:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

## Function and Purpose of Position

Secretaries perform duties ranging from administrative duties to general office tasks to assist in the positive and efficient operation of the school or department. These duties are generally under the supervision of the Principal/Assistant Principal or Supervisor. The Secretary IV Senior High Registrar is responsible for all aspects of PowerSchool, PASI and Alberta Education submissions which has significant funding implications to the school. This position is only at the high school level or a multi level school which includes senior high.

### Activity A: PowerSchool

- Maintain student attendance
- Enter and update all student registration, course and demographic information
- Enter course requests from students as directed by administration
- Maintain special needs coding
- Validate courses listed for students
- Distribute, record, file and update student timetable as directed by administration
- Verify and store marks (Teacher Grade Book)
- Responsible for creating all PowerSchool reports
- Assist with new student registration
- Create and distribute report cards
- Keep a "hard" copy of marks
- Update course fees
- Communicate with administration and counsellors on any changes to student records especially pre-requisite courses and graduation requirements.
- Work with PowerSchool user groups and other secretaries to exchange information

### **Activity B: Alberta Education**

- Maintain and verify information for PASI submissions
- Tracking of all students' course history including additions and deletions
- Monitor changes and implications to funding
- Responsible for providing audit information as requested by Alberta Education
- Use Extranet and Edulink to verify/submit data and print reports from Alberta Education
- Meet Alberta Education Reporting submission deadlines
- Mark submission to Alberta Education at least two times a year
- CEU reporting at least two times a year
- Diploma exam registration at least two times a year
- Graduation verification statements from Alberta Education
- Submit class size information report

### **Activity C: Student Records**

- Maintain FOIP Information and re-classify files for same
- Request student's records from previous school attended
- Maintain cumulative files for all students registered
- Organize student cumulative files in compliance with FOIP regulations and Alberta Education requirements
- Request and receive student cumulative files from other schools
- Mail out cumulative file requests from other schools
- Update files with report cards, letters and other pertinent information
- Document student clearance and communicate to all involved
- Responsible for maintenance and disposal of student records

### **Activity F: Secretarial support**

- Prepare confidential administrative/counsellor correspondence
- Co-ordinate and Supervise school start-up and shut down procedures
- Assist in organizing special events
- Receive and distribute incoming mail and e-mail
- Maintain office filing system

### **Activity G: Reception**

- Assist in greeting the public/answer telephones: direct calls, inquiries and correspondence to the appropriate person
- Provide information to and respond to requests from students, teachers and parents

## Activity H: Other Duties

### EDUCATION AND EXPERIENCE

- a) Education:
- i) High School diploma
  - ii) Supplemented by related one year program (e.g., secretarial, business administration) or successful completion of in-house courses related to PowerSchool, Extranet, Edulink, and PASI.
- b) Experience:
- i) Minimum of three (3) years related experience in a school or office environment

**Equivalencies will be considered.**

### KNOWLEDGE, SKILLS AND ATTITUDES

- Good understanding of Alberta Education funding guidelines or requirements
- Good computer skills - Word, PowerSchool, Extranet, Edulink, PASI
- Excellent and accurate data entry skills
- Attention to detail
- Excellent Microsoft Excel skills
- Knowledge and practice of FOIP regulations related to student information
- Ability to work and think independently
- Knowledge of office equipment
- Good oral and written communication skills
- Good interpersonal skills
- Good organizational and time management skills

### DECISION MAKING

The type of decisions the Secretary IV is required to make on a regular basis may include:

- Set priorities and timelines
- Decide best method to organize files for new student registration and student records
- Know when to seek information from administration, central services or Alberta Education

## WORKING WITH OTHERS

### **Contacts:**

- Employees in the same department
- Employees in another department
- Students/parents
- Business representatives (suppliers)

### **Purpose of Contact:**

- Exchange of factual or everyday information
- Discuss and resolve routine problems
- Make recommendations of appropriate action for non-routine issues or problems

## SUPERVISION OR DIRECTION EXERCISED

The supervisory duties of the Secretary IV may include:

- Assign work to others
- Assign and check work of others
- Co-ordinate the work of others
- Establish work priorities
- Train staff

The technical and/or functional guidance provided will be:

- To provide instruction, training and advice to volunteers and support staff regarding general office procedures and daily duties
- Assist in trouble-shooting computers and other office equipment for staff members

## PHYSICAL DEMANDS

Work is performed sitting and standing with frequent use of a computer.

## WORKING CONDITIONS

Work is located in a comfortable area with little exposure to unpleasant conditions. There are frequent interruptions.

The hours for this job will vary with each position. The school or department will

determine the required work schedule. Extra work hours may be required during peak times.

A personal vehicle may be required to make deliveries, purchases, or pick up packages.

**ADDITIONAL INFORMATION**

Secretaries must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.