

## SECRETARY IV - Elementary



PAY GRADE 6

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

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

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

### Function and Purpose of Position

Reporting to the Principal/Assistant Principals, this position is responsible for the reporting and monitoring of all financial dimensions of the school operating under the policies and procedures of Elk Island Public School District. A Secretary IV would have responsibility in these areas: RIS School Generated Funds, RIS Actuate monthly budget monitoring, RIS Purchasing, as well as a host of other responsibilities, examples of which are listed below.

#### **Activity A: Financial**

- Assist Principal in administering and monitoring budget and financial transactions
- Act as one of the bank signing officers
- Liaise with Financial Services
- Assist principal in drafting yearly budget
- Collect and verify funds from various sources – school fees, special events, etc.
- Maintain accurate and up-to-date computerized, financial records
- Produce monthly budget and SGF reports for approval
- Monitor non-core school generated funds with appropriate staff throughout the year
- Verify and process accounts payable - prepare, submit and disburse
- Manage monthly journal entries, accounts payable, accounts receivables
- Receive, prepare, and verify all bank deposits
- Reconcile monthly bank statement, with review and approval from administration
- Calculate, verify and compile GST quarterly reports and submit
- Monitor collection of school fees and send to collections as per procedure
- Per policy, define fees, assess students and invoice parents for yearly school fees in consultation with appropriate staff members
- Collect, code, review and approve monthly p-card transactions
- Assist principal in preparing financial projections

#### **Activity B: Purchasing**

- Initiate and purchase equipment, furniture and textbooks
- Purchase material requested by staff as approved by administration
- Receive and inventory supplies upon arrival
- Verify requested expenditures fall within budget allocation

**Activity C: Payroll**

- Collect and input all classified/certificated records and verify all payroll information as per EIPS procedure
- Collect and verify all certificated/classified substitute information and verify GL codes
- Contact and arrange for substitute classified and/certificated staff
- Liaise with Payroll Department
- Ensure all classified/certificated payroll is completed in a timely manner according to EIPS payroll calendar
- Subfinder – daily maintenance and verification of absences and GL codes

**Activity D: 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, print and distribute
- 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
- Work closely with CTS teachers and gradebook
- NSI reports
- Set up course sections, maintain enrolments and courses
- Course and option changes
- Assist teachers with gradebook

**Activity E: Alberta Education/ PASI**

- Maintain and verify information for PASI submissions
- Monitor changes and implications to funding (Sept 30)
- Responsible for providing audit information as requested by Alberta Education
- Meet Alberta Education Reporting submission deadlines
- Submit class size information report

**Activity F: Secretarial support**

- Prepare confidential administrative/counsellor correspondence

- Co-ordinate and Supervise school start-up and shut down procedures
- Maintain current staff records (addresses, phone numbers, etc)
- Assist in organizing special events, field trips, team sports, transportation
- Receive and distribute incoming mail and e-mail
- Maintain office filing system
- Distribute student medication as required
- Notify parents regarding students sickness or injury
- Prepare report of medical action taken for student

### **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
- Operate and trouble-shoot office equipment

### **Activity H: 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 I: 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

## **QUALIFICATIONS**

- 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, RIS, purchasing and payroll.
  - iii) Equivalent combinations of directly related post-secondary education and experience may be considered

- b) Experience:
  - i) Minimum of one to three (1 to 3) years related experience in a school or office environment.
  
- c) Knowledge, skills and attitude:
  - i) High degree of proficiency in office computer applications such as MS office, computerized accounting
  - ii) Familiarity with RIS is an asset
  - iii) Excellent oral and written communication and interpersonal skills
  - iv) Strong prioritization, organization, multitasking, problem solving and time management skills
  - v) Ability to work independently
  - vi) Strong ability to adapt and manage change with frequent interruptions
  - vii) Ability to deal with sensitive and discretionary matters and maintain strict confidentiality
  - viii) Personal suitability

<b>ADDITIONAL INFORMATION</b>
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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, pick up packages or pick-up items such as report cards, etc.

Exposure to bodily fluids and communicable diseases.