

### 1. IDENTIFICATION

<b>Position No.</b> See Appendix	<b>Job Title</b> School Secretary	<b>Supervisor's Position</b> Principal
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<b>Department</b> Education	<b>Division/Region</b> See Appendix	<b>Community</b> See Appendix	<b>Location</b> See Appendix
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<b>Fin. Code:</b> See Appendix
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### 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>As a bilingual person, the School Secretary acts as a receptionist at the front office area of the school. The School Secretary is the first point of contact between the school and community and is, in large part, responsible for creating a friendly and welcoming environment.</p> <p>The School Secretary answers the telephone, interprets/translates at meetings between parents and teachers, translates letters and other school materials and performs general office duties including typing, filing, record keeping and other duties under the direction of the Principal.</p>
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### 3. SCOPE

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the Public directly or indirectly. How does the position impact those groups / individuals, the organization, and / or budgets? What is the magnitude of that impact?</b></p> <p>The School Secretary is responsible for being a liaison between the school and the community and for supporting coordination with the school and regional school operations office. This position plays a key role in integrating the school into the community and ensuring that the school has a welcoming, positive environment.</p> <p>This position is expected to maintain all record keeping for the school and assist with the administrative duties of the Principal when necessary. This position is of critical importance to the overall functioning of the school.</p> <p>The School Secretary reports to the Principal.</p>
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## 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the Organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

**Act as a receptionist at the front office area in the school:** Assists visitors/parents requesting access to school/classrooms/staff. Maintains visitor log and mail log. Answers telephone, taking messages and relaying messages to school staff and students. Registers students transferring into the school when the Principal is not available. Ensures students are promptly attended to when in the office.

**Receives and supplies information:** Responds to parental requests for student information. Supplies information required by the general public. Receives and sends information to the Regional School Operations office (RSO). Contacts parents on behalf of school staff. Maintains/updates the contact information for relevant agencies, departments and organizations. Translates any outgoing or incoming correspondence as required. Interprets at parent/teacher meetings or for Elders within the school, as directed. Maintains office and staffroom bulletin boards. Provides community and school announcements. Composes or types correspondence, reports and other documents when required. Arranges meetings as required and interprets when necessary.

**Maintains student and school files:** Files and retrieves correspondence as required. Logs and distributes incoming and outgoing letter mail. Files and archives documents according to ARCS. Ensures that student files are stored in a locked cabinet, and logs user access (i.e., keeps disclosure log). Supports the student registration process by collecting and inputting information as directed.

**Supports administration of school staff:** Contacts substitute teachers and relief staff and keeps a daily contact log. Tracks leave and attendance for all school staff, creates leave forms as required and submits all required forms to appropriate RSO office for approval. Prepares leave and attendance reports and submits them to the RSO. Reconciles leave forms and register, and then forwards information to RSO for data entry and verification. Processes pay for casual staff and organizes and distributes paystubs. Oversees the assignment of school keys to staff at the beginning and end of the year.

**Supports functioning of the school:** Supports the work of the Joint Occupational Health & Safety Committee. Maintains the school medical supplies including ordering new stock as needed. Acts in accordance with the school's crisis response plan, as required. Ensures office equipment is in good working order. Orders school supplies and materials not part of the sealift order, as needed. Prepares invoices and other payables for submission to the DEA bookkeeper or Office Manager. Prepares calendars as directed.

**Carries out duties over the summer:** Updates new school year class lists. Re-sorts paper-based student records for new school year (e.g., the CUM file). Updates school database for new school year. Manages archiving school records as per ARCS. Reproduces student/class/teacher timetables for new school year. Reproduces school handbook/opening newsletter for new school year. Receives summer Sealift, including tracking and recording sealift goods, and ensuring all ordered items are received. Contacts casual employees to update files for the following school year (e.g., resume, criminal record check, banking information) and submits documentation to RSO.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience, and abilities that are required for satisfactory job performance. *Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job. These requirements are in reference to the *job, not the incumbent performing the job.*

The candidate must possess excellent interpersonal skills and an ability to display professionalism in all relationships and interactions. The candidate must have an ability to communicate effectively in English (written & oral) & Inuktitut and have knowledge of community resources. The candidate must be able to work independently or as part of a team and have strong time management skills.

The candidate must have knowledge of office/school routines, school programs offered and the usage of office equipment (e.g., photocopier, telephone system, fax machine, laminator, computer, Student Information System). The candidate must also have knowledge of and ability to use computer programs such as Word, Excel, Filemaker Pro, and Maplewood.

The candidate must have knowledge of filing systems, ARCS, the DEA's *Innuqatigiitsiarniq* Policy and the GN Public Service Code of Ethics and Values, and an ability to conduct themselves accordingly. The candidate must also have the ability to maintain confidentiality and an understanding of the schools' crisis response plan and manual

The knowledge, skills, abilities required for the School Secretary position are typically acquired through the completion of the Office Procedures course at NAC or completion of Grade 12 as an equivalent. The position also requires a reasonable level of literacy in Inuktitut and English and at least two 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 each occurrence in measurable time (e.g., every day, two or three times a week, 5 hours a day).

### Physical Demands

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

The majority of the work is done on a computer; repetitive strain injuries may result if the workstation is poorly arranged.

**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 increase the risk of accident, ill health, or physical discomfort along with conditions that disrupt regular work schedules and include travel requirements.**

This is a regulated environment; however, the employee may be exposed to slightly varying levels of light, noise and temperature.

**Sensory Demands**

**Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, hearing, and judgement / accuracy. It may include concentrated levels of attention to details through one or more of the incumbent’s senses.**

Attention to detail is required when providing translations, completing paperwork and reviewing school reports.

**Mental Demands**

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

Attending to students that have been sent to the office, relaying information or interpreting interviews relating to a student experiencing some difficulty within the school (i.e., attendance/behavior) may result in exposure to stressful situations that require a great deal of tact and diplomacy.

As work is primarily carried-out in the main office/general area, constant interruptions may occur, leading to delays in assigned duties.

Responding to an emergency situation, which can require quick thinking under stressful circumstances.

**7. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate</p>
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responsibilities assigned to this position.	description of the responsibilities assigned to the position.
<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”.**