IDENTIFICATION

Department	Position Title	
Beaufort Delta Divisional Education Council	Relief School Secretary	
Position Number	**Community**	**Division/Region**
92-17862	Inuvik	Beaufort Delta

PURPOSE OF THE POSITION

The Relief School Secretary is responsible for the provision of reception, administrative and clerical support to the school administrators and school employees and students in accordance with Government of the Northwest Territories (GNWT) acts, regulations, and Beaufort Delta Divisional Education Council policies and procedures. The incumbent supports the effective delivery of school programming.

SCOPE

The Beaufort Delta Divisional Education Council (BDDEC) is the governing body appointed by the Minister of Education, Culture and Employment (ECE) to provide governance, leadership and set policies for the Education Council. The Superintendent and BDDEC staff provide professional advice, education, administrative, technical, and financial services support and assistance to BDDEC, District Education Authorities (DEAs), School administrators and staff, stakeholders, members of the public and particularly, students and their families to ensure the delivery of quality educational programs and services within the district.

Located in Inuvik and reporting to the Principal, the Relief School Secretary (School Secretary) is the first point of contact for clients coming into the school, and is responsible for providing secretarial, administrative and clerical services.

The School Secretary contributes to the effective administrative operations of BDDEC, the DEA and the school by ensuring a smooth flow of correspondence, reports, leave forms, time sheets, casual staffing actions and purchasing documents is maintained. Providing appropriate documentation ensures that casual staff is paid in a timely manner and that vendor and supplies are paid within established time limits.

The School Secretary's ability to communicate both orally and in writing with staff, students, parents, the general public and other government departments has a direct impact on the school's ability to do business as he/she is often the first point of contact. Misinformation or the release of confidential information may seriously erode public confidence in the school. Timely decision making, such as the appropriate response to students in need of medical treatment, impacts on the physical and emotional wellbeing of the students.

As a member of the school team the incumbent works closely with the administrative and school staff and greets and directs visitors to the appropriate person or service, answers and forwards telephone calls, takes messages, schedules appointments and performs related clerical duties including responding to visitors inquiries and requests for information.

The incumbent responds to several telephone calls per day, typically, and is responsible for the distribution and circulation of a large volume of documents, such as letters, reports, faxes and forms per year.

This position is responsible for general office duties including preparation of correspondence, maintenance of records management system, operation of office equipment, answering telephones and performing administrative duties of a general nature that support the day-to-day operation of the school.

The School Secretary provides support and assistance to the School Principal, staff, DEA, members of the public, and particularly, students and their families by ensuring communication channels are optimized and effective and efficient administrative operations are carried out.

RESPONSIBILITIES

1. **Provide administrative services to maintain efficient school operations.**
    - Maintain student records as required by School Administration.
    - File correspondence on appropriate files so that information is easily retrieved.
    - Record and prepare minutes and summary accounts of meetings.
    - Receive and open all mail, date stamp, sort, and deliver to the appropriate party.
    - Obtain files, documents and background information as per specific instructions.
    - Register new students, request records, and forward same.
    - Record and compile staff attendance during each month.
    - Complete attendance summaries, ensure leave forms are attached and submit to the Principal for approval at the end of each month.
    - Assist in the preparation and submission of casual staffing actions.
    - Compose routine correspondence (acknowledgements/replies).
    - Proof read and correct printed material.
    - Operate computers to produce spreadsheets, documents, enter data, and utilize e-mail.
    - Maintain an up to date filing system and ensure confidentiality of files.
    - Locks and unlocks client file cabinets as per established protocol.

2. Perform receptionist functions to provide communication between the school and the community.

- Maintain a calm, efficient and organized office atmosphere.
- Screen incoming telephone calls and replies, and respond by directing or referring to the appropriate party.
- Contact parents, the general public, and other government departments or agencies as required.
- Receive parents, the general public, government employees and assist, direct or refer them to the appropriate party.
- Arrange appointments, as necessary.
- Assist students as required.
- Receive and verify deliveries.
- Provide First Aid assistance to students when required.
- Assess any disruptive, suspicious or potentially threatening behaviours and use judgment to initiate proper course of action.

3. Provide file management and clerical support.

- Prepare requisitions, ascertain prices/supplies, receive and verify goods.
- Purchase supplies locally (LCA, petty cash).
- Record and maintain school financial accounts.
- Reconcile petty cash.
- Maintain inventory of supplies.
- Issue official receipts for all incoming cheques/cash and submit to BDDEC
- Ensure school reports (monthly, accident, excursion, others) are sent to BDDEC.
- Record and maintain telephone directories (internal - Schools & DEAs, government offices and others); ensure that all concerned are given an updated list as changed; maintain the accuracy of the online phone directory.

4. Maintain the records management system.

- Maintain all records in accordance with all requirements under the Operational Records Classification System (ORCS) and Administrative Records Classification System (ARCS).
- Ensure staff are advised of /assisted with correct records management procedures.
- Work closely with GNWT's Department of Finance (FIN) Records Management team to ensure ORCS and ARCS are implemented correctly, and to ensure orderly record storage, retrieval, and shipping to the warehouse.
- Respond with urgency to all Access to Information requests, in accordance with *Access to Information and Protection of Privacy (ATIPP) Act*.
- Initiate records management, storage and retrieval of departmental records.
- Ensure all files are maintained according to Records Management requirements.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

Moderate listening and observing body language and student behaviours are required when working directly with students and/or family or community members.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general administrative / clerical procedures, and filing systems.
- Knowledge of and/or the ability to learn and apply records management policies and procedures including records disposition and systems such as Digital Integrated Information Management System (DIIMS)/ARCS and ORCS.
- Ability to acquire and apply knowledge of *ATIPP Act*.
- Ability to acquire knowledge of GNWT and BDDEC policies and processes.
- Knowledge of the goals, objectives and operations of the school.
- Knowledge of and/or the ability to acquire knowledge of the cultural values, customs, and ideology of the Indigenous peoples of the NWT.
- Computer skills including spreadsheet, database, word-processing, scheduler/email.
- Ability to learn and apply computer skills relating to leave and attendance, and student records management systems.
- Interpersonal skills and the ability to interact respectfully with staff, students, parents and the public.
- Respectful understanding of local people and cultures of the community.
- Organizational and time management skills.
- Ability to make decisions and solve problems within the scope of the job.
- Awareness of the importance and limitations of confidentiality, and the ability to maintain strict confidentiality of records and personal information.
- Ability to be self-directed, meet deadlines, manage interruptions and prioritize work.
- Ability to be flexible and contribute positively in a cooperative team environment.
- Ability to listen, understand and respond effectively to other people, and to help or serve people in an effective, tactful manner.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A High School diploma and two (2) years of administrative experience.

Equal combinations of education and experience will be considered

ADDITIONAL REQUIREMENTS

Position Security

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☒ Preferred