

## JOB DESCRIPTION

**Position:** Computer Administration Secretary

**Position Summary:** Under the supervision of the Administrator/Secretary-In-Charge, maintain a school administrative computer package and perform clerical duties.

### POSITION DUTIES

### RESPONSIBILITIES

- |                                |  |
|--------------------------------|--|
| 1. Computerized Administration | <ul style="list-style-type: none"> <li>• maintain databases for student demographics – registration, attendance, marks, scheduling, etc.</li> <li>• provide reports required by school district operations and Ministry of Education</li> <li>• build/develop templates to construct reports</li> <li>• maintain the computer programs by providing program back-up, database maintenance, installing new program updates, updating manuals and monitoring all database activities</li> <li>• advise parents of absence</li> </ul> |
| 2. General Clerical            | <ul style="list-style-type: none"> <li>• prepare a variety of materials including correspondence, reports, minutes, purchase orders, forms, newsletters, etc., using a variety of computer programs</li> <li>• maintain a variety of files and records</li> <li>• receive and verify invoices and the delivery of goods</li> <li>• receive and receipt monies</li> </ul>   |
| 3. Communication               | <ul style="list-style-type: none"> <li>• receive, screen and direct phone calls and mail</li> <li>• communicate with staff, students and others and respond to inquiries and provide general information</li> <li>• respond to angry or upset staff, students and others</li> <li>• maintain confidentiality of information</li> </ul>   |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Completion of Grade 12.

One year recent successful experience in secretarial positions in a school which will include 6 months working in student computerized administration / registration programs.

Typing 60 wpm.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Excellent clerical skills.

Demonstrated organizational skills.