



<b>JOB DESCRIPTION</b>
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## **School Secretary School Administration**

### **Title**

School Secretary – School Administration

### **Scope of Responsibilities**

A School Secretary in the Halifax Regional School Board shall provide the required secretarial/clerical support to the School in all aspects of its day to day operations. A School Secretary must work in a team-based environment and display a high degree of professionalism & diplomacy in dealing with the general public, students, and staff, volunteers and outside agencies. Consistent with Department of Education and Halifax Regional School Board policies, the Secretary will work within an established accountability framework to ensure maximum results are achieved in delivering support services to schools. Working collaboratively within the school, the Secretary will demonstrate a strong commitment to the planning for improvement process in support of student learning, and will report directly to the School Principal.

### **Competencies Required**

A School Secretary in the Halifax Regional School Board shall have the following competencies:

- (a) A demonstrated commitment to customer service;
- (b) The ability to work effectively in a team environment;
- (c) The ability to demonstrate positive interpersonal skills in dealing with the students, school community, staff and outside agencies;
- (d) The ability to effectively perform a wide range of secretarial/clerical duties including records management, preparation of reports and documentation processes within the school office environment;
- (e) The ability to multitask and prioritize;
- (f) The ability to accept increasing responsibility as delegated by the Principal;
- (g) The ability to effectively adapt to changing situations within the workplace;
- (h) The ability and willingness to utilize and adapt to current and changing technologies as required at the site;
- (i) The ability to work & communicate effectively within the Halifax Regional School Board, with students, parents, community members and external groups such as government agencies;
- (j) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding and human rights;
- (k) The ability to maintain and promote confidentiality as the norm;
- (l) The desire and ability to engage in continuing education and professional development.

**Qualifications**

- a) Completion of a diploma/certificate program from a recognized institution in Office Administration/Management, Secretarial Science, or an acceptable equivalent obtained through relevant job training and experience;
- b) Training and/or experience in a computerized office environment utilizing an advanced computer system with proficiency in Microsoft Word, Excel, dbase, FrontPage and the Internet.

**Specific Job Components**

The School Secretary in the Halifax Regional School Board shall perform those tasks assigned by the School Principal or designate. These tasks may vary, from time to time, with the evolution of the organization and may include, but not be limited to the following:

- a) Provide secretarial and clerical support in the day to day operations of the school;
- b) Assist in the student registration process as required;
- c) Provide receptionist services to staff, students, and general public;
- d) Respond to inquires from parents, students and general public;
- e) Utilize current technology in the schools such as the internet and e-mail;
- f) Maintain an effective bookkeeping system for financial transactions as assigned by Principal;
- g) Maintain time & attendance records for all school based staff;
- h) Maintain student information system as required;
- i) Complete & submit required documentation or electronic data as requested by school administration;
- j) Assist the school administrative team during emergency/medical situations;
- k) Other duties as required.

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Director, School Administration

Date