



School District #54 (Bulkley Valley)

JOB DESCRIPTION

CLERICAL – SECRETARY II – STUDENT INFORMATION SYSTEM (SIS)

Location: District Secondary Schools

SUMMARY:

Reporting to the School Principal, the Secretary II provides confidential clerical and reception support to Administration and ensures the efficient operation of the school/district office. Duties will vary as specified by Administration.

DUTIES

- Adapts, expands and delivers on-going training programs to secretaries, principals and other stakeholders to support changes in business processes involving the current student information system.
- Develops and maintains in-house student information system-documentation and training materials
- Tracks student information system issues and develops resolutions while ensuring compliance with student information system standards
- Provides help desk services to users of the current student information system, including school-level support, first level response, problem-solving and technical guidance
- Oversees data collection and integrity prescribed by the School District or Ministry of Education
- Analyzes data and produces reports from the student information system and other data collection systems used by the School District
- Ability to enter timetable information provided by administration /counsellors
- Maintains communication with the student information system user community, eg. On-line conferences and newsletters
- Maintains electronic media for the school.
- Answers inquiries and provides assistance to students, teachers and the public
- Ability to communicate effectively, both orally and in writing
- Ability to be self-motivated, self-directed and flexible, with good organization and planning skills
- Ability to work independently with constant interruptions
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to manage the total office workload and develop and streamline procedures
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment

QUALIFICATIONS:


- Completion of Grade 12 (Dogwood Certificate)
- Minimum of one year current Office Administration training or equivalent combination of relevant training and experience
- Minimum of two years' experience working with student information systems. Demonstrated strong interpersonal, oral and written communication skills and the capacity to support staff through group and individual training activities
- Demonstrated strong initiative, analytical and problem-solving abilities and aptitude to work with detail, precision and accuracy
- Demonstrated, exceptional skills and experience with communication technology, word processing (50 words per minute), database management and spreadsheet programs (e.g. Microsoft Office/student information system /SDS/e-Funds)
- Current courses in intermediate bookkeeping/accounting
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:


CUPE Job Description Committee


CUPE Job Description Committee


Secretary Treasurer