



Rainy River District School Board Notice of Position External Posting

Posting Number: 2021-48 **Date of Posting:** November 20, 2020

Position: 1.0 FTE School Secretary III (10 Month)

Job Description: Attached

Location: Crossroads School

Hours of work: 35 hours per week

Rate of pay: \$26.64 per hour as per the Collective Agreement

Apply in writing referencing the posting number. Include your [non-teaching application form](#), cover letter, resume, documentation of credentials and [Reference Authorization Form](#) including two references (one of which must be from a current or recent supervisor) to:

Human Resources Department
Rainy River District School Board
522 Second Street East
Fort Frances, ON P9A 1N4
Fax: (807) 274-1950
Email: humanresources@mail.rrdsb.com

**Accommodation in the recruitment process is available upon request for applicants with disabilities.
This publication is available in accessible formats upon request.**

Recognizing the significant impact that COVID-19 is having on our world and our ways of doing business, the Board recognizes that the recruitment/selection process may need to be modified to ensure individual and community safety.

For further clarification or questions please contact
Sharla MacKinnon, Principal, Crossroad School, (807) 486-3329

Closing Date: Monday, November 30, 2020 at Noon (12:00 PM)

PLEASE POST!



Rainy River District School Board
Fort Frances, Ontario

JOB DESCRIPTION

DATE: June 2006

POSITION: School Secretary (Former Secretary II and Secretary III)

EMPLOYEE GROUP: CUPE (Canadian Union of Public Employees)

LOCATION: All Schools

Necessary Qualifications:

- Grade 12 diploma
- Work experience in a secretarial and clerical position
- Ability to work with integrated software packages
- Ability to use discretion and sensitivity to treat all office matters and information in a confidential matter
- Ability to initiate, organize, and complete work assignments with minimum supervision

Position Summary:

The School Secretary will provide secretarial and clerical services as directed by the Principal of the school or their designate.

Responsible to:

The School Secretary is responsible to the Principal of the School

Specific Duties:

Communication:

- general reception and telephone duties
- handle inquiries and direct to appropriate staff and/or location
- correspondence - letters, faxes, e-mail, newsletters and other correspondence as required by staff
- generate/distribute/file forms, reports, student reports (suspension letters, violent incident reports, accident reports, staff minutes, work orders)
- contact parents re: emergency situations (illness, injury, school closures)
- schedule and book use of school facilities
- may be required to coordinate office responsibilities
- public address system duties (opening, messages)

Student Data:

- maintain current and accurate student information using the Trillium database for student records, attendance, reporting, and student information forms
- prepare material for registration and carry out student registration (school handbook, student forms, course selection guide)
- collect student information (birth certificates, health card, immunization records)
- provide transportation department with required student data
- schedule parent interviews as required
- OSR management
- carry out Safe Arrival policy as required
- compile and post lists of students with “emergency” medical needs
- assist with preparation/distribution of student assessment materials (exams, EQAO materials)
- maintain and prepare transcripts
- prepare all materials required for student graduation

Financial Functions:

- maintain current/accurate information using SDS database
- maintain purchase order records
- order office supplies and maintain office inventory
- receive and check all deliveries checking packing slips for accuracy
- maintain petty cash fund
- school generated funds - collect and manage monies generated by fund raising campaigns
(milk programs, field trips, activity days, book fairs etc.)
- banking - count and prepare monies for deposit
- ensure accurate financial records are kept and are on file

Reports:

- complete all required reports as requested and specifically: MET reports
Oct/March statistical reports
Enrollment/registration/attendance reports
Board required reports

Additional:

- may be required to schedule vacations and supply secretaries
- recording and issuing of security codes and school keys
- maintain staff attendance records/ may be required to arrange for substitutes
- sorting/distributing ingoing and outgoing mail
- facilitate scheduling and assist with school events (photos, programs, tickets, clinics)

Conditions of Employment:

- Rainy River District School Board Policies and Procedures
- Rainy River District CUPE Local 65 Collective Agreement