



CROSS LAKE EDUCATION AUTHORITY

Cross Lake Head Office

P. O. BOX 370
Cross Lake, MB. R0B 0J0
Ph: (204) 676-2917
Fax: (204) 676-2087
Toll Free: 1-800-883-6256

www.crosslakeeducation.ca

Winnipeg Exchange Office

620 – 240 Graham Ave
Winnipeg, MB. R3C 0J7
Ph: (204) 944-0802
Fax: (204) 944-8204
Toll Free: 1-800-856-5091

CAREER OPPORTUNITY

School Records Clerk – Otter Nelson River School

Cross Lake, MB

Full Time Position

Competition #2025-015

Cross Lake Education Authority invites applications for the one (1) full-time School Records Clerk position. This position is based at Otter Nelson River School, with duties commencing September 2025.

POSITION SUMMARY

The School Records Clerk for Otter Nelson River School reports to the Principal. The successful candidate will be responsible for student attendance records. Other duties include the preparation of student transcripts, assisting with nominal roll and securing student files.

KEY RESPONSIBILITIES

- Create, update and maintain student records and database.
- Handle and maintain sensitive material in a confidential and professional manner.
- Communicate effectively with students, parents, faculty and other staff members.
- Responsible for the collection of attendance information, the data entry of the student attendance, and for producing various attendance reports and distribution to administration, teachers and parents.
- Document all confidential correspondence, teacher evaluations, recommendations, student behaviour reports for Principal and Vice-principal.
- Document general correspondence, month-end, year-end and statistical records.
- Document general correspondence and reports for the school counsellors.
- Data entry of high school marks and prepare student transcripts as needed
- Responsible for nominal roll data for Indigenous Service Canada.
- Inputting all confidential correspondence, teacher evaluations, recommendations, and student behaviour reports for Principal and Vice-Principal.
- Inputting general correspondence, month-end, year-end and statistical records.
- Inputting general correspondence and reports for the school counsellors.
- Inspects or examines or files for accuracy, legibility or damage.
- Assembles and classifies statistics, following prescribed procedures.
- Other duties as assigned.

QUALIFICATIONS: EDUCATION & EXPERIENCE

- Post-secondary education or training in Records Management, or Business Administration. A combination of education, training and experience working in records management may be considered.
- Proficient with Microsoft Word, Excel and Outlook.
- Experience creating and working with complex Excel documents.
- Experience archiving records.
- Experience handling and maintaining sensitive material in a confidential and professional manner.
- Ability to apply policies, processes and procedures as they relate to records management.
- Excellent verbal, written and interpersonal communication skills.
- Effective organizational and time management skills with the ability to prioritize and meet deadlines.
- Excellent attention to detail with the ability to work independently and as part of a team.
- Ability to speak Cree is considered an asset.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title in your cover letter), along with 3 professional reference listings (including recent employer reference) to:

Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca

Deadline to apply: **Open until filled**

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>