



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Secretary – Curriculum Support Unit

PRIMARY FUNCTION

The primary function of this job is to provide secretarial/administrative services to the Program Coordinator, Program and Special Services staff members, resource teachers.

MAIN RESPONSIBILITIES

1. Provides secretarial services to staff members by performing such duties as:
 - utilizing word processing to keyboard such material as reports, correspondence, memos, , agendas etc.
 - utilizing established formats or creating new formats/setups, as necessary (e.g. Special Services calendar, charts, brochures, forms, flyers etc.)
 - composing routine correspondence and/or composing correspondence from rough outlines provided by staff members
 - responding to general telephone enquiries from schools, Board staff, parents, advocates, outside agencies, Ministry, other boards and taking messages for staff and channelling to proper person
 - contacting staff who are on the road (i.e. visiting schools etc.) and conveying urgent messages
 - maintaining daily/weekly/meeting schedules (e.g. IPRC meetings) and appointments, rescheduling to accommodate individuals, booking venues, preparing materials, and advising all concerned

- forwarding material (e.g. Ministry of Education/Board Special Education policy documents) to printing and arranging for mailing/distribution, as necessary
 - sorting and distributing mail
 - photocopying material as required
 - utilizing appropriate computer software to provide secretarial services (e.g. Microsoft Office Suite, SAP, SEMS, File Maker Pro, Microsoft Publisher etc.)
2. Coordinates activities for the department by performing duties such as:
- liaising with principals, staff, parents, and community agencies and performing secretarial/clerical duties to enable the smooth processing/operation of the programs/department (e.g. coordinating IPRC meetings – scheduling students and staff; update of assignment lists for staff members; distributing Special Education referrals to appropriate personnel according to the requirements specified by the Program Coordinator; maintaining Special Education class lists/other statistical reports for the Ministry of Education etc.)
 - processing IPRC applications by ensuring that all the required information is provided by the school and/or service provider, compiling, photocopying and distributing the completed applications to the IPRC Committee
 - assisting in the preparation of ISA submissions by answering queries on specific Ministry ISA procedures; obtaining necessary documents for ISA claims (e.g. quotations, assessments); checking the accuracy and creating a file for each claim; recording and preparing statistical listings by school and superintendency
 - distributing Special Education referrals to Assessment and Programming Teachers according to the requirements specified by the Program Coordinator and follow-up outstanding referrals for the Superintendent
 - providing statistical reports (e.g. Special Class lists, ISA claims etc) on a regular basis by utilizing established formats and accessing required information
3. Provides administrative support to the department by performing, as required, such duties as:
- maintaining computer and physical files by updating data
 - maintaining filing (e.g. Confidential ISA files) and follow-up systems as necessary
 - keeping track of budget amounts in the different account numbers, as required
 - preparing cheque requisitions, petty cash vouchers, and purchase order requisitions, as necessary
 - arranging transfers of files and student records

- maintaining and ordering of testing materials, office supplies and teaching materials etc.
- maintaining attendance and vacation records

4. Performs other duties as assigned or required.

SKILL

- 2 year college diploma or equivalent.
- 1 – 2 years related experience.

EFFORT

- Complexity of the job is in effectively co-ordinating the various activities, recognizing variations in process and adjusting to ensure efficient completion. Scheduling and prioritizing multi-tasked demands for various staff members.
- Visual concentration and manual dexterity required when using computer terminal (65% - 90%). Physical exertion, when filing or handling supplies.

RESPONSIBILITY

- Decision making in the day to day processing of department programs i.e. responding to inquiries by applying rules, guidelines and policies provided; maintaining files and records; tracking of referrals for developmental statistical reports for the individual disciplines etc. Independence action in determining the priorities of work.
- Errors would result from the lack of thoroughness and accuracy in following the outlines activities/procedures when processing/performing information/duties which would affect people in a cascading manner and loss of time/funding. Errors in budget accounts would cause inconvenience
- Contacts within the Board, parents, suppliers, general publics for exchange of information. Exposed to confidential matters.

WORKING CONDITIONS

- Open concept office environment. Noise from the students.
- Stress from meeting multi- task. Stress from constant interruptions.