



JOB DESCRIPTION

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| Salary Grade: 3 CUPE 1328 |
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Job Title:
Secretary – Staff Allocation

PRIMARY FUNCTION

The primary function of this job is to compile pupil enrolment and teacher assignment date to arrive at actual and final figures on student enrolment and teacher assignment and allocation.

MAIN RESPONSIBILITIES

1. Process the Staffing Summary, Teacher Allocation and other related forms to determine actual teacher and pupil statistics, by:
 - revising the staffing summary form, as directed
 - mailing in September, January and April of each year, the Staffing Summary, Teacher allocation, Article 5.01(d) approval and the Teacher as a second language FTE forms along with the Computer Services produced Employee listing report to all elementary Principals and Superintendents
 - receiving completed Staffing Summary, Teachers of French and Article 5.01(d)(IV) forms by deadline (October 15.)
 - word processing letter for Assistant Superintendent's signature and mailing to OECTA Elementary with attached copies of forms, also mailing copies to Superintendent, Information Services
 - cross-checking the addition in each column of each Staffing summary form (columns for each elementary grade, FTE, assigned staff and total) for all Elementary Schools (191 schools + Cardinal Carter)
 - utilizing the Symphony Software spreadsheet to produce the teacher allocation (by formula) for each class in each school for each Field Centre (including teacher Librarian allocation)

- producing a staffing summary spreadsheet i.e. actual teachers for each class, in each school, for each field centre
 - cross-checking data submitted by Schools/Field Centres with the Payroll Analysis report and accounting for discrepancies e.g. requesting Article 5.01(d)(IV) forms (form identifies class that exceeds maximum class size as outlined in collective agreement – for has signature of teacher, Superintendent and Secretary of Local School Staffing Advisory Committee); reconciliation form
 - submitting the spreadsheets to Assistant Superintendent of Personnel ←
 - using the statistics in April to prepare enrolment projections (actual enrolment) for each school and grade
 - producing charts for the Board Report, as directed
 - mailing final statistics to each Field Centre Superintendent.
2. Process staff records changes as reported on the Reconciliation and/or Staffing Summary forms (each September, January and April) by:
- accessing the Personnel Payroll System and inputting information into the appropriate screens (eg: grade change, time worked per day, type of teacher, transfer to another school, category upgrading etc.) if record change had not been made by assigned secretary
 - awaiting Personnel Officer authorization for final approval
 - advising all parties of changed staff status/record (eg: letter to employee, copies to Principal, Superintendent of Benefits).
3. Perform secretarial duties for the Teaching Staff Allocation Committee (TSA – Management Committee) and the Staff Allocation Committee (SAC – OECTA and TCDSB Committee) by:
- compiling agenda items for the once a month/each committee meetings
 - booking the TSA meeting location, time and date and advising all members
 - taking minutes at committee meetings (SAC and TSA) and distributing to members after approval by Assistant Superintendent.
4. Provide secretarial support by:
- receiving a list of Article 5.01(d)(IV)
 - contacting appropriate Field Centre Superintendents to advise of grievance/s and requesting corrective action eg: submission of approved Article 5.01 form
 - responding to general telephone enquiries and taking messages
 - keyboarding letters, reports, etc. as required.
5. Perform other related duties as assigned or required.

SKILL

- Secondary School Graduation or equivalent.
- 1 – 2 related years

EFFORT

- Complexity of the job is in organizing the work load, particularly in September, January and April when Teacher assignment allocation and student enrolment statistics are compiled and calculated, and resulting staff record changes are made. Complexity in performing a volume and variety of work in a short period of time (2 – 3 weeks/3 times a year), in an efficient and accurate manner.
- Visual concentration and manual dexterity when checking forms, adding up columns, and keying in data – up to 65%.

RESPONSIBILITY

- Independence of action in the daily scheduling of tasks, to ensure timely and accurate completion. Follows established procedures, staff record changes are authorized by Personnel Officer.
- Errors when adding columns of data in Staff Summary Forms or errors when producing spreadsheets (for student enrolment, teacher allocation etc.) would delay the process and inconvenience OECTA and TCDSB staff.
- Contacts with School and Field Centre staff. Contacts also with OECTA and other TCDSB staff in performance of duties.

WORKING CONDITIONS

- Open concept office environment
- Stress from meeting short deadlines and need for accuracy.