



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Secretary, Teacher Records

PRIMARY FUNCTION

The primary function of this job is to maintain Elementary and Secondary teacher category upgrading records. The job is also responsible for processing other teacher record updates and pension buy-backs.

MAIN RESPONSIBILITIES

1. Process Secondary and Elementary teacher requests for Category Upgrading and/or allowances, by:
 - assisting in the updating of the Category Upgrading form and sending to Printing for mass duplication)
 - mailing a supply of Category Upgrading and Allowance forms to Elementary and Secondary Principals and to Field Centres Superintendents
 - receiving a Category Upgrading Form (e.g. presently A2 and requesting A3) with QECO Statement of Evaluation or with letter from QECO indicating teacher needs to complete additional courses or forms with notification that verification of courses taken will follow (teachers have to submit verification by deadline or apply later)
 - telephoning teachers who narrowly miss the deadline and advising that Category Upgrading will be the following January
 - contacting teachers if information is missing in their application
 - processing applications that have provided proof of having met the Category Upgrading requirements
 - accessing the Personnel Payroll System and printing a copy of the screen displaying teacher identifiers, i.e. name, address, category, step, etc.

- retrieving the teacher Pay Card to obtain salary and work history prior to 1988, as required
 - determining new salary for teacher by providing upgrade to new category and locating the appropriate step (number of years of experience)
 - accessing the Personnel Payroll System and entering the required information in the teacher's job screen, e.g. effective date, new category, step and salary
 - preparing the standard category upgrading letter for each processed application and referring from and letter to Personnel Officer for approval (Officer also approves the computer input)
 - providing updated information to the Stenographer, Teacher Records for the updating of Pay Cards
 - processing the several different kinds of allowances and percentage time worked per day by following the same process as described for Category Upgrading
 - receiving the 'Application to Buy Credited Service' (3 – 6 years – average buy-back) from teachers
 - checking record and recording the teacher's salary for each requested period and sending the information to Payroll for calculation of teacher's total salary.
2. Maintain teacher records, by:
- receiving 'Request for Salary Deposit Transfer' forms with attached cancelled cheques
 - accessing the Personnel Payroll System to process the change by entering bank number, location, account number, etc.
 - creating a record of the Bank, as required by entering name of Bank, location number, city, address, etc.
 - processing other teacher record updates e.g. address change
 - responding to telephone enquiries, e.g. number of sick days in record; request for record employment; checking into enquiries related to incorrect pay cheques by reviewing category, step, allowance, etc.
3. Update the Elementary and Secondary Salary Grids, by:
- inputting the new grids into the Personnel Payroll System after the settlement of each collective agreement
 - creating new grids, inputting the start date, and number of hours per year
 - entering all Allowances into the different categories
 - transmitting the data for Personnel Officer approval
4. Perform other duties as assigned or required (e.g. relief reception).

SKILL

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

EFFORT

- Complexity of the job is in ensuring that the variety of duties are carried out in an organized manner. Complexity in recognizing situations and taking appropriate action (e.g. eligibility for category upgrading, allowance, checking with teachers to see if they have a certificate for allowance). Complexity in ensuring that the updating of a staff record is done completely (e.g. percentage of time, location, subject, etc.) and that all appropriate computer screens are updated. Researching enquiries.
- Visual concentration and manual dexterity when utilizing terminal 65%+.

RESPONSIBILITY

- Accountable for timely updating of records, for making the necessary enquiries to resolve matters, e.g. eligibility for category upgrading. Accountable for accurately calculating Pension Buy-Back. Follows established procedures, inputs are authorized by Personnel Officer.
- Errors in staff records processing and maintenance would inconvenience/delay staff, affecting pay of employees and could impact service.
- Contacts with all levels of staff, new hires in performance of duties.

WORKING CONDITIONS

- Open concept office environment
- Stress from deadlines, enquiries