

Executive Secretary

Job Summary

Under the supervision of the Superintendent and Secretary-Treasurer the Executive Secretary provides secretarial, administrative, reception and other office operation functions for the Division Office.

General Duties and Responsibilities

a) Word Processing & Records Maintenance

- Maintain an up to date knowledge of software necessary to perform duties as executive secretary.
- Prepare correspondence from handwritten notes or drafts such as appointment letters, acknowledgement letters, and memos of a general nature.
- Ensure division office correspondence and minutes are prepared in an accurate and professional manner.
- Prepare correspondence of a routine nature without direction.
- Organize and maintain computer file directory of correspondence to aid in future referencing.
- Prepare and verify accuracy of job postings and ads and create and maintain record of all job applicants.
- Prepare correspondence to successful applicants and to those applicants not successful.
- Maintain confidential personnel files for division staff in accordance with Division procedure for retention of records.
- File correspondence, reports, etc., retrieve information; prepare new files as necessary and sort and close outdated materials for storage.
- Prepare board meeting and other agenda packages and minutes, etc. for various meetings within the Division.
- Post and maintain Board Meeting minutes, division policies, job vacancies and school calendar on the Division website.
- Perform administrative and secretarial duties and assist in detail of Beautiful Plains School Division executive business matters to conserve time for and assist the Superintendent and Secretary Treasurer.
- Process and maintain records of child abuse and criminal record checks for all division staff and volunteers.
- Keep current on Board Policy and other division administrative procedures.
- Update personnel files for first aid training, WHMIS training, etc.
- Maintain a record of current and past policies within the School Division.
- Calculate and maintain a monthly student enrolment summary for the Division.
- Process substitute teacher applications and contracts.
- Provide clerical support to Superintendent and Secretary-Treasurer including sorting, copying, filing and distributing information.
- Create and post and verify accuracy of classified ads for newspapers.
- Type minutes from meetings and distribute minutes to appropriate personnel.
- Type, file, photocopy and distribute mail & supplies to school mailboxes and offices in the Division Office.
- Open, sort, date stamp and distribute incoming mail.
- Complete and process purchase orders for small schools.

b) Communication & Reception

- Respond to all in-person or telephone inquiries in a professional and courteous manner.
- Provide reception support for all administration, supervisors, office staff, clinicians, technology coordinator and computer technicians.
- Redirect, screen and respond to in person, telephone or email inquiries.
- Relay messages resulting from in person and telephone reception.
- Assist in scheduling meetings for the Superintendent and Secretary-Treasurer.
- Schedule meetings and book meeting rooms.
- Communicate with meeting attendees to arrange suitable meeting dates and /or remind them of upcoming meetings.
- Maintain record of meeting times and distribute notices to personnel involved.
- Prepare and send outgoing fax documents and review and redirect incoming fax documents.

c) Student Information (EIS, etc)

- Print and review EIS and Maplewood student information reports for accuracy.
- Complete Education Information System (EIS) and Student/Teacher Information System data entry including course registration, marks, and teacher activities.
- Perform data file transfer of student and teacher information from Maplewood to EIS and from EIS to Manitoba Education.
- Complete and maintain school bus route information database for the Transportation Department.
- Update and review data base on student information in Maplewood.

d) Other Responsibilities

- Order and maintain supplies for the office.
- Review and prepare mailing of division office mail on a daily basis.
- Organize rooms for meetings including setting up coffee, snacks, etc.
- Assist other Division Office staff when required.

Adopted May 20, 2008