

[Policy Home](#)[Section G Index](#)**GENERAL OFFICE RESPONSIBILITIES AND DUTIES**

- 1.0 Work in close cooperation with members of the central office and the school division in the achievement of maximum efficiency in the ongoing operation of the division.
- 2.0 Maintain good working relationship with division personnel, outside companies, and government agencies.
- 3.0 Maintain and exhibit positive attitude and behavior.
- 4.0 Respond to requests for information in a professional and courteous manner.
- 5.0 Maintain confidentiality in all aspects of the office operation.
- 6.0 Refer the public to the appropriate individuals within the Division
- 7.0 Commitment to life long learning
 - 7.1 Keep abreast of current office technology and procedures
 - 7.2 Attend approved professional development and computer technology training seminars
- 8.0 Gather information and prepare schedules as directed by senior administration.
- 9.0 Identify and recommend to the Superintendent, Assistant Superintendent and Secretary Treasurer establishment of, or changes to, procedures to maximize efficiency and effectiveness in the administration of the division office and the division.
- 10.0 Maintain a working knowledge of school division policies and procedures, as well as collective agreements, Public Schools Act, Canadian Charter of Rights and Freedoms, hiring practices under the Manitoba Human Rights Act, The Freedom of Information and Protection of Privacy Act, and other relevant legislation.
- 11.0 Assume other duties as required to maintain services during short term absences of other division office personnel.
- 12.0 Upon appointment, carry out duties as required, to administer trustee elections.
- 13.0 Assume other job-related duties as authorized by senior administration.