

SECRETARIAL AND CLERICAL RESPONSIBILITIES AND DUTIES

- 1.0 Manage the day-to-day secretarial and clerical responsibilities of the division office. Act on own initiative in dealing with secretarial and clerical duties as required.
 - 1.1 Prioritize assignments on a daily basis and on short notice.
 - 1.2 Assist the secretary treasurer in the preparation of and assume responsibility for the distribution of the board meetings agenda and information package for trustees. Prepare and maintain the official board minutes and related correspondence and records.
 - 1.3 Facilitate the ongoing automation of division administration, including the standardization of all division policies and forms.
 - 1.4 Produce, in co-operation with division office personnel, using desk top publishing software (MS Publisher), divisional forms and maintain master file and database of forms.
 - 1.5 Monitor ongoing revision of policies and forms, including emergency response procedures, and ensure appropriate distribution.
 - 1.6 Maintain checklists and collect regular reports required by the superintendent's Department and Manitoba Education, including items for follow-up action and regularly scheduled events.
 - 1.7 Analyze reports, policies, and historical documents and process information to prepare administrative and statistical reports as required.
 - 1.8 Review and route inter-office written communication from Superintendent and Assistant Superintendent.
 - 1.9 Prepare annual calendar for the Division in conjunction with Superintendent.
 - 1.10 Manage the paper and electronic records management (filing) system for Superintendent's Department, including confidential student records and files.
 - 1.11 Handle routine inquires and requests regarding policy and personnel.
 - 1.12 Make arrangements as required for conferences and meetings for senior administrative staff and trustees.
 - 1.13 Data processing of correspondence and reports, as required, for senior administrators and itinerant personnel.

- 1.14 Assemble, proof, photocopy and distribute correspondence, minutes and reports.
- 1.15 Prepare and place general advertisements, as required.
- 1.16 Custodian of division office petty cash fund.
- 1.17 Co-ordinate the provision of laminating services to the schools and the public.
- 1.18 Maintain appropriate level of kitchen supplies.
- 1.19 Distribute updated forms package to all schools prior to start of fall term.
- 1.20 Prepare monthly student enrolment report
- 1.21 Co-ordinate the annual school agendas order for all schools.
- 2.0 Carry out assigned Personnel responsibilities.
 - 2.1 Process the documentation required in hiring new staff, including correspondence to confirm hiring, advising supervisor and payroll department, as well as Manitoba Education, collecting appropriate documentation, conducting any required Child Abuse Registry and Criminal Record checks, and preparing contracts for new or returning teachers. Confirm appropriate forms with payroll department and send out with employment letter.
 - 2.2 Initiate personnel files for all staff members and refer each file to payroll for processing.
 - 2.3 Process the documentation associated with changes in employment status, including resignations, transfers, leaves of absence, with written documentation, advising supervisor and payroll department, as well as Manitoba Education, and collecting appropriate documentation.
 - 2.4 Assist senior administrators throughout the hiring process:
 - a) Prepare advertisements and/or job postings in accordance with established procedures.
 - b) Receive, log and file applications.
 - c) Assist in preparation of interview materials.
 - d) Schedule interviews.
 - 2.5 Update teacher orientation package annually prior to new teacher orientation session.
 - 2.6 Manage personnel database of all school division staff making appropriate additions, deletions and changes on a regular basis so as to ensure information is accurate and current.
 - 2.7 Maintain and distribute substitute list(s) for all school based positions.
 - 2.8 Maintain system of recording and reporting evaluation reports due and received.

- 3.0 Monitor month end report files for billable substitute costs and prepare invoices on a timely basis
- 4.0 Monitor requests for use of schools for billable fees and expenses and prepare invoices on a timely basis.
- 5.0 Maintain historical records of the division.
 - 5.1 Maintain master files of committee minutes
 - 5.2 Maintain divisional scrapbook.
 - 5.2 Manage historical records in accordance with records retention policies.
 - 5.3 Respond to requests to information from historical records in accordance with applicable legislation (Freedom of Information and protection of Privacy Act, etc)