



Position Description

School Secretary

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Location

School

Immediate Supervisor

Principal Educator

Position Summary

Reporting to the Principal Educator, the School Secretary performs duties for administration and teachers within each school. The School Secretary is responsible for the day-to-day management of the front reception area; office equipment; and to ensure the effective communication between teachers, parents and students.

Edmonton Classical is a charter public school of the Alberta Classical Academy which offers an academically rigorous liberal arts education focused on developing “the knowledge, virtues, and habits befitting free citizens.” Among the school’s distinct features are a smartphone-free environment; its embrace of traditional pedagogy and teacher-led classrooms; a knowledge-rich curriculum centred on classical and enduring works of literature, philosophy, and art; a focus on character and the nurturing of virtues; a culture of friendship and leisure (*scholē*); and an explicit commitment to the pursuit of truth, beauty, and wisdom.

The school is more than doubling in size for the coming academic year and will serve approximately 400 students. We will continue to add a grade each year, eventually serving K-12.

Position Functions

1. School Office Operations
 - a. Provides reception services on telephone and for the front office, includes greeting parents and students at front counter

- b. Maintains the confidential student files (CUMM files)
 - c. Enters data into the Student Information System that may include inputting of grades and marks, and producing reports
 - d. Updates class lists
 - e. Assists in booking field trips, school activities, student/parent/teacher interviews, and special events
 - f. Records daily attendance, tracking lates, and extended absences
 - g. Assists in coordinating transportation with bus monitors and communication with Transportation Coordinator
 - h. Publishes the school newsletter
 - i. Updates to teacher and student handbooks
 - j. Distributes internal and external mail
 - k. Maintains office bulletin boards
2. Office Maintenance
- a. Maintains the office equipment: photocopier, laminator, fax machine; ordering supplies, booking service calls
 - b. Trains staff and volunteers in the operation of the equipment
 - c. Orders and distributes office supplies
 - d. Maintains supplies in First Aid kits, files injury reports, maintains medical records
3. General Support
- a. Provides support to all school staff
 - b. Assists with school start-up and shut-down
 - c. Schedules of new student assessments, and assists in the registration of returning students
 - d. Assembles and distributes report cards
 - e. Assists with the collection of school fees and activities
 - f. Provides minor first aid
 - g. Orientates new teachers, guest teachers and volunteers on office procedures
4. Other related duties as assigned

Education and Experience

	<u>Essential</u>	<u>Preferred</u>
1. Education		
High School Diploma	X	
Post-secondary Diploma/Certificate/related training in office administration		X
2. Experience		

Work experience within a school office environment		X
Supervision of other employees		X
Financial management (budgeting/banking/tracking expenses/fee collection/ordering)		X

3. Relevant Skills or Attribute

Bookkeeping		X
Leadership skills		X
Keyboarding skills	X	
Proficient in Microsoft Office Applications	X	
Understands of Student Information Systems		X
Familiar with other computer software		X
Technical understanding of computers/networks/photocopiers		X
Strong interpersonal skills with students, parents, and staff	X	
Takes initiative and works independently	X	
Strong organizational skills	X	
First Aid	X	

Closing date for applications: This position will remain open until a suitable candidate is found.

Application Details:

Interested candidates are asked to complete the full application on our website:

<https://www.edmontonclassicalacademy.ca/careers-1>

While all applicants are thanked for their interest, only those selected for the interview process will be contacted.