



**COMMISSION SCOLAIRE WESTERN QUÉBEC
WESTERN QUÉBEC SCHOOL BOARD
SCHOOL SECRETARY
BANK OF REPLACEMENTS**

Nature of the work:

The principal and customary work of an employee in this class of employment consists in ensuring the smooth operation of the school by assuming the responsibility and coordination of the administrative tasks of school secretaries.

Characteristic functions:

- Plans and organizes secretarial work so that the school complies with the various administrative obligations associated with the board, the ministries and various organizations and meets the deadlines of the operations and the various school activities; carries out the follow-up and the appropriate reminders.
- Responds to requests and complaints and tries to resolve problems and provides information on the decisions.
- Participates in the preparation of the budget, compiles information, prepares reports; keeps the accounting books of the school and of extracurricular activities, pays invoices and other accounts and makes bank deposits; signs cheques jointly, reconciles accounts, keeps a petty cash and collects funds raised during fundraising events.
- Compiles requests for material, verifies budget and prices; purchases and distributes goods.
- Keeps a school supply store. Draws up the physical inventory of the school's immovables and of library books.
- Requests the appropriate services for repair of material and equipment and ensures that the necessary repairs are made.
- Prepares the list of teachers available for substitution and, as requested, ensures that absent employees are replaced.
- Responsible for keeping registers and files concerning among others, students registration and placement, staff and student absences, temporary staff payroll, school exams, report cards, declaration of student enrolment and student transportation; verifies the necessary data, enters it, produces and forwards reports; fills out forms.
- Responds to students' needs: conveys, in unusual circumstances, specific and pertinent messages to students, parents and school staff; takes the appropriate measures in emergency situations; may be required to supervise students in exceptional circumstances and for short periods; if necessary; administers first aid; completes the reports required.
- May be required to carry out administrative tasks related to the loan and rental of rooms, the loan of books and audio-visual equipment, participates in organizing the materials for educational activities, such as transportation reservations.
- Responds to information requests on the follow-up of files and meetings, policies and regulations; forwards the pertinent documentation; handles the mail as well as follow-up.
- Organizes meetings, convenes participants, prepares files and a draft agenda and, if necessary, attends meetings and prepares a draft of the minutes.
- Drafts memorandums or bulletins from brief notes; takes part in setting up a filing system; archives school documents.
- Uses a computer and the necessary software, to perform his or her duties related to word processing, database entry, spreadsheets and in house programs; carries out research on the Internet and follows up on e-mail messages. May be required to help, on occasion, colleagues with the common software and programs used.
- May be required to train new school secretaries and to coordinate the work of support staff.
- If need be, he or she performs any other related duty.

Required qualifications:

- Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have four (4) years of pertinent experience.
- Have a basic knowledge of office automation.
- Hold a certificate dated no more than three (3) years attesting to the successful completion of:
 - a standard first aid course of a minimum eight (8)-hour duration;
 - a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in paragraph 1.

Working Conditions:

- **Salary: \$17.82 – \$22.34 per hour**

APPLICATIONS MUST BE SENT TO:
jobs_emplois@wqsb.qc.ca
Subject: School Secretary – Bank
Att: Mike Dubeau, Director H.R.

Only those candidates chosen for interviews will be contacted.

The Western Québec School Board applies an Equal Access Program and encourages Women, Aboriginal peoples, members of Visible and Ethnic minorities and persons with Handicap to apply.