

Clerical Duties and Responsibilities

Receptionist	Switchboard Announcements Attendance Mail Courier Reception area Vending machine	<ul style="list-style-type: none"> • Screening & directing incoming telephone call • Answering general enquiries and redirecting as required • General Delivery Mailbox – answering & redirecting as necessary • Paging students, teachers & messages as required • Morning attendance, sign in/out • Sorting, screening & delivering incoming mail & faxes • Assist as needed • Provide general enquiries for students, staff & visitors • Handle limited refunds & calling maintenance if needed • Student/staff parking updated in BCeSIS
Hours - 7:45 – 3:15		
Accounts	Cheques Receipt students Fee accounting Purchase orders Supplies Deposit money Spreadsheets School/District Accts.	<ul style="list-style-type: none"> • Write cheques for vendors, teachers & students • Write receipts for student courses • Enter fees paid in student account • Prepare P.O.'s as required • Maintain office and teacher supplies as requested • Deposit all money to Bank • Prepare spreadsheets for various accts. for Admin., & teachers • Keep track of money in various accounts
Hours - 7:00 – 2:30		
BCeSIS 10 month	Incoming Calls Withdrawals Medical Info. Attendance 1701 Report Cards	<ul style="list-style-type: none"> • Back up to receptionist / voicemail / absentee system • Withdraw students in computer • Send student files as requested • Supply list of medical problems with pictures (booklet) • Enter phone-in absences • Prepare homework requests to teachers • Assist with the 1701 for end of Sept. & end of Jan • Download marks • Print mark confirmation & make changes as needed • Print report cards & prepare for distribution • Student/teacher semester handbooks • Keep info. & make copies as requested • Lockers for students
Hours - 8:30 – 4:00		
Both ESIS secretaries do:	Transcripts	
<ul style="list-style-type: none"> • Photocopier assistance/call ins • Demographic changes • Teachers/Admin inquiries • Timetable changes • Classlists/timetables • Filing 		
BCeSIS 12 month	Registrations TRAX SADE Report Cards Year End Awards Master Schedule Attendance Course Book Reports Synvoice Spring/Summer jobs	<ul style="list-style-type: none"> • Register in BCeSIS and request student records • Provincial exams, Grade 12's (4 times in one year) • Prepared 4 times in a year • Determine Prin. List, Honour Roll & Work Ethic students • Prepare certificates • Prepare lists • As required • Enter absentees for field trips • Prepare Course Selection booklet • Prepare reports as requested by Admin./Counsellors • As required • PR cards & transcripts to District office (Hollywood Rd.) • Prepare Passport to Education booklets • Register new students, request records • Confirm dogwoods and transcripts
Hours -8:30 – 4:00		
Admin. Secretary & Office Manager	Liaison T.O.C's Field trips Suspensions Typing Work orders Principal's mail Teacher handbooks Employee files BCeSIS Manuals Foreign students Meetings Timesheets School events 1701 Website	<ul style="list-style-type: none"> • Be available to clerical staff • Make decisions & changes if required • Prepare folders and keys as required • Assist teachers & ensure forms are completed • Letters, attendance and follow-up (indefinite) • Prepare as required by Admin. • Enter in computer as supplied by custodians • Screen mail & make copies as required for V.P's • Screen phone calls for Principal/V.P's • Prepare new books each year • Keep updated • Provide support & backup for BCeSIS staff • Update for Principal • Prepare letter for S.B. • Staff meeting • Prepare agenda, attend monthly staff mtgs., process minutes • Prepare for signing by Admin. • Post mail & keep postage meter updated • Bear Tracks / Bear Necessities (Weekly/Daily Announcements) • Prepare 1701 for end of September & January • Assist in maintaining school website
Hours – 7:00 – 2:30		