



## Authority Policy 4009

# ROLES AND RESPONSIBILITIES OF THE SCHOOL SECRETARY

**Legal References:** Education Act

**Effective Date:** May 9, 2007

**Revisions:** November 2016, November 2019

**Reviewed:** November 2019, July 2022

The Secretary reports directly to the Executive Assistant through to the Principal of the KidsAbility School Authority.

The Secretary should always have the Vision, Mission and Strategic Plan of the KidsAbility School Authority guide their decision making, planning and setting of priorities and practice.

**KASA VISION:** Children with special needs, inspired to learn, grow and build on their potential.

**KASA MISSION:** Empowering our students to achieve success both in school and in life in an insightful, unique school environment.

### **Office Administration:**

- Provides clerical support to the School Principal.
- Provides clerical support to the Executive Assistant.
- Provides the timely preparation of schedules, forms, reports and related copying and filing of materials as they relate to the annual cycle of events.
- Updates the student database as required and keep the records current for teachers and principal.
- Provides backup for accounts payable and payroll.
- Prepares correspondence, schedules, reports, forms, etc. as required by the School Principal, Executive Assistant and classroom teachers.
- Maintains inventory control procedures and orders classroom supplies.
- Tracks orders and corresponding monthly budget spending and provides status updates to the Principal and Executive Assistant.
- Provides telephone reception for the school office.

- Attends relevant training activities.
- Fully utilizes technology for planning, recording, documenting and accessing information.
- Plans and organizes workload systematically.
- Demonstrates effective time management skills to meet service volume.
- Demonstrates flexibility to modify plans to meet changing needs and priorities of the school.
- Positively contributes to team functioning.
- Shares information, ideas and workload to enhance team functioning.
- Participates in achieving outcomes identified by the school.
- Communicates with students, families, staff and the community in a manner consistent with the KidsAbility School Authority Vision and Mission.
- Responds to all persons with courtesy, helpfulness and respect.
- Completes the Safe Arrival process.
- Respects confidentiality at all times.
- Acts in accordance with the Policy and Procedures of KidsAbility School Authority.
- Perform other duties as required to support the Principal/Senior Administrator and Executive Assistant.