SCHOOL DISTRICT NO. 35 (LANGLEY)

JOB TITLE: **Educational Software System Coordinator**
(Formerly Clerk Stenographer – Computer)

DEPARTMENT: Secondary Schools   **DATE:** 2001 09

SUMMARY:

Reports to the Head Secretary or Administrator, operates and maintains a secondary school computer system and performs a variety of clerical duties.

DUTIES AND RESPONSIBILITIES:

• Operates and maintains a secondary school computer system including start-up, ongoing operation, backup and recovery.

• Enters and retrieves data such as student schedules, attendance, teacher timetables, report cards, student marks, student demographic information, general reports, month end reports, and Ministry of Education reports, using a computer.

• Types a variety of materials such as correspondence, newsletters, classroom materials and memoranda.

• Answers inquiries and relays messages from parents, students, public and other staff by telephone or in person.

• Files and maintains a variety of materials such as pupil report cards, student files, non-confidential correspondence, newsletters, classroom materials and memoranda.

• Duplicates, sorts, collates and staples materials.

• Sorts and distribute incoming mail including pick-up and delivery to post office as required.

• Assists with registration of new students.

• Administers minor first aid to students, by applying band-aids and dispensing ice packs.

• Assists with the collection of monies from school-based functions such as cafeteria, gym strip, band supplies, and special activities as required.

• Lifts and moves office and paper supplies.

• Assists with the maintaining of an adequate inventory of office and general supplies.

• Operates equipment such as computer, typewriter, photocopier, duplicating equipment, P.A. system, adding machine, calculator, scanner, postage machine and FAX machine.

• Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

• Grade 12 graduation including/supplemented by typing (70 w.p.m.) and general office procedures.

• Advanced knowledge of computers.

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DEPARTMENT: Secondary Schools

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- One year's related experience.

- Ability to interpret, analyze and use judgement in the application and modification of methods and procedures.

- Ability to communicate effectively using tact and discretion in the explanation and clarification of information.

- Good knowledge of Business English, punctuation, and spelling.

- Ability to work with constant interruptions and to meet deadlines.

- Ability to supervise clerical employees.

- Physical ability to perform the required duties.