

Position Title: Administrative Secretary for Divisional Student Information System & SVRSS

Reports To: Superintendent and Division Principals/Vice-Principals

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Swan Valley School Division by providing a high level of customer service to schools and offices in relation to Student Information System training, support, and work to meet the standards of the Public Schools Act and subsequent Provincial requirements. Participate as a team member of the Swan Valley Regional Secondary School's administrative secretaries to support the functions of the school.

Education

- Completion of a secondary diploma, with preference to a certificate or degree in a technical program related to information systems and/or administrative services.

Additional Skills and Training

Required:

- Maintain a valid Driver's License.
- Must have access to a reliable vehicle for business travel.
- Keep current with technological advances in the industry.
- Willingness to attend Professional Development opportunities.
- Ability to communicate effectively with people both orally and in writing

Preferred:

- Training in administrative services and databases/student information systems.

Experience

- Prior experience as an administrative secretary and in information technology is an asset.

Key Responsibilities:

As a member of the Division's Information Technology and SVRSS teams, the Administrative Secretary for S.I.S. & S.V.R.S.S. will perform and maintain a high level of understanding of all data and software that is used in the Division and Province and will work to meet the standards as outlined by S.V.R.S.S., S.V.S.D. and the Province.

- Database Administration: Data maintenance, report development, security administration (PowerSchool Support Portal Administration), software maintenance, setup of reporting and testing servers, manage database user accounts, and providing technical support for the student information system.
- Data Reporting: Provincial Compliance (Public Schools Act) and Divisional required School Enrollments, Course Registrations, Grades, Report Cards, and Attendance (Public Schools Act requirement), develop queries and scripts for the purpose of providing specific student data, additional data as requested, and technical support of reporting software.
- Training: New teacher training, technical support of gradebook software, administrator level users, and creation of training materials.
- Automated Communication System:
 - Support for users of this function and users during the school day.
- Website Administration: First-level support, and divisional contact with CMS provider.
- Attend user group conferences and trainings for student records systems.
- Create custom letters, update form letters, and produce daily reports.
- Work with third-party vendors providing software services to export/import student records information for use in their software applications.
- Support scheduling in areas such as student course selection, updating course descriptions in the SIS, creating next school year container, and entering scheduling parameters.
- Printing and maintaining transcripts.
- Support the locker assignment process.
- Assist the management of student fees.
- Update S.V.R.S.S.'s Honour Roll database.
- Complete forms and processes related to Provincial reporting, work placements, exam registrations, and MET number requests.
- Accomplish month end reporting to the Division.
- Support the CUM file process with S.V.R.S.S.'s administrative secretary team.
- Facilitate new student registrations.



- Assist with post-secondary grade submissions for graduating students.
- Guide students and parents with professional communication related to school functions and procedures.
- Demonstrate exemplary secondary reception and front office coverage as required.
- Manage the school's anonymous tips communication by receiving communication and forwarding it to the appropriate staff.
- Update the school handbook and registration materials under the direction of school administration.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information

Date Adopted: June 5, 2025