

ADMINISTRATIVE PROCEDURE NO. 422

THE ROLE OF THE SCHOOL SECRETARY

Background

The school secretary is directly responsible to the principal of the school.

Procedures

1. Secretarial staff time allocated to schools shall be based on the size of the school and the extent of the educational programs offered.
2. The principal shall, where there are two or more secretaries, designate one to be the senior secretary. The division of secretarial tasks shall be arrived at through consultation between the senior secretary and the school principal.
3. The school secretary shall:
 - a. prepare purchase orders, banking, keep school accounts by general and department ledger, and prepare bank reconciliation;
 - b. provide receptionist duties, including mail and parcels;
 - c. assemble, prepare and analyze statistical data;
 - d. type Alberta Learning forms and reports required by central office; and
 - e. provide secretarial duties for school administration and staff.
4. The principal shall arrange the hours of work to consist of seven and one-half hours per day.

(Please refer to our Non-Teaching Staff Handbook.)