



School District #54 (Bulkley Valley)
JOB DESCRIPTION

CLERICAL – SECRETARY II (SIS)

Summary

Under the direct supervision and direction of the Principal or Vice-Principal, the Secretary II (SIS) employee manages student information using the provincial student information system to meet school, district and ministry reporting.

Typical Duties and Responsibilities


- Registers students for school and various programs.
- Withdraws students; maintains student records and files.
- Requests, forwards and documents confidential student files.
- Completes scheduling, produces class lists, spreadsheets and statistical reports. Monitors and records student marks.
- Processes, validates, reconciles and reviews student information system data and reports for schools, district and ministry to meet funding and reporting deadlines.
- Coordinates processing of student report cards, graduation status reports, provincial enrolment numbers, awards, individual education plan information and graduation transcripts.
- Maintains ministry course code changes, school course code conversions and course master.
- Closes school year reporting by entering student marks for submission to the ministry database.
- Checks, prints and documents exam results, graduation and non-graduation reports to meet school, district and ministry timelines.
- Sets up user and data information systems for new school year.
- Inputs school year timetable and ensures data accuracy for school district and Ministry coding.
- Provides advice and guidance to teachers, counselors and administrators on report card marks, comment, exam schedules and course request procedures.
- Responds to request for official transcripts by copying records, collecting fees and issuing receipts.
- Performs clerical duties such as typing, proofreading, photocopying, filing documents and answering telephones and switchboard.

Typical Qualifications and Skills

- Completion of Grade 12 (Dogwood Certificate) .
- Office administration program (equivalent to one year of post-secondary education.)
- Advanced courses in database processing (3-6 months post-secondary education)
- Two years' experience in information systems.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

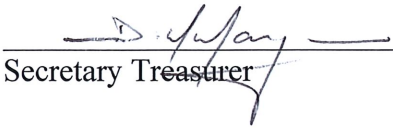
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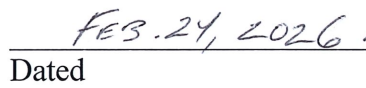
CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer



Dated

AMENDED FEBRUARY 2025