

TITLE: MAINTENANCE COORDINATOR

REPORTS TO:

Works under the direction and supervision of the Director of Facilities.

SUMMARY:

This position, provides job site supervision to Division projects and the services of his/her trade to the Facilities Department.

DUTIES:

Duties of this position are to include but are not limited to:

- Performance of all duties related to the scope of the trade.
- Assess school buildings, equipment and/or vehicles for required maintenance.
- Coordinate maintenance activities and projects at the direction of the Director of Facilities.

QUALIFICATIONS:

- Current Journeyman maintenance position
- Valid Class 5 Driver's license or higher if required
- Working knowledge and understanding of a variety of building trades and building components
- Familiarity with all school buildings within the division
- Other valid certificates as required by Facilities and/or Transportation (First Aid, H2S, WHMIS, Fire Extinguishers).
- Technology and computer skills (e-mail, computerized inventory control programs, computerized maintenance programs).
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: Shop Foreman

REPORTS TO:

Works under the direction and supervision of the Director of Transportation Services

SUMMARY:

This position provides services of this trade and day-to-day operation of the transportation shop under the direction of the Director-Transportation Services.

DUTIES:

Duties of this position are to include but are limited to:

- Performance of all duties related to scope of the trade.
- Supervise all mechanical staff.
- Assess, repair and maintain division vehicles as required.
- Manage garage day to day operations.
- Maintain records of division vehicles as required
- Supervise, maintain and execute warranty claims and repairs as required
- Supervise mechanical off-site work as required (windshield replace or repair, radiator repair, specialized vehicle repair)

QUALIFICATIONS:

- Valid journeyman mechanic's certificate
- A minimum of 10 years as a journeyman mechanic
- Valid Vehicle Inspection Technician Licence (CVIP)
- Valid class 2 (or 1) drivers licence
- Valid 'S' endorsement
- Other valid certificates as required by Transportation (First Aid, WHMIS, Fire extinguisher use, Skid-steer training, OH&S training, Fall Protection training, etc.)
- Technology and computer skills (e-mail, computerized inventory control programs, computerized preventative maintenance programs)
- Must be self-motivated, self-directed with ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player
- Ability to maintain a high level of confidentiality
- Physical ability to perform required duties.

TITLE: MAINTENANCE III (Tradesman)

REPORTS TO:

Works under the direction and supervision of the Director of Facilities or Director of Transportation.

SUMMARY:

This position provides services of his trade to the Facilities or Transportation Department.

DUTIES:

Duties of this position are to include but are not limited to:

- Performance of all duties related to the scope of the trade.
- Assess school buildings, equipment and/or vehicles for required maintenance.
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QUALIFICATIONS:

- Valid journeyman's certificate.
- Valid Class 5 Driver's license or higher if required.
- Valid 'S' endorsement if required.
- Other valid certificates as required by Facilities and/or Transportation (First Aid, H2S, WHMIS, Fire Extinguishers).
- Technology and computer skills (e-mail, computerized inventory control programs, computerized maintenance programs).
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: MAINTENANCE II

REPORTS TO:

Works under the direction and supervision of the Director of Facilities or Director of Transportation.

SUMMARY:

This is a non-journeyman position, and performs work of a trade to the Facilities or Transportation Department, subject to trade inspection

DUTIES:

Duties of this position are to include but are not limited to:

- Performance of all duties related to the scope of the trade.
- Assess school buildings, equipment and/or vehicles for required maintenance.

QUALIFICATIONS:

- Sufficient experience or education in the related trade
- Valid Class 5 Driver's license or higher if required
- Valid 'S' endorsement if required.
- Other valid certificates as required by Facilities and/or Transportation (First Aid, H2S, WHMIS, Fire Extinguishers).
- Technology and computer skills (e-mail, computerized inventory control programs, computerized maintenance programs).
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: MAINTENANCE I

REPORTS TO:

Works under the direction and supervision of the Director of Facilities or Director of Transportation.

SUMMARY:

This position provides general labour services to the Facilities or Transportation Department.

DUTIES:

Duties of this position are to include but are not limited to:

- Performance of general labour duties including (but not exhaustive):
 - Movement of furniture and equipment
 - Assisting tradesmen
 - General property maintenance duties (e.g. snow removal, painting, minor repairs, etc.)
 - Operation of equipment

QUALIFICATIONS:

- Valid Class 5 Driver's license or higher if required
- Valid 'S' endorsement if required.
- Other valid certificates as required by Facilities and/or Transportation (First Aid, H2S, WHMIS, Fire Extinguishers).
- Technology and computer skills (e-mail, computerized inventory control programs, computerized maintenance programs).
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: TECHNICIAN ASSISTANT

REPORTS TO:

Works under the direction and supervision of the Supervisor – Learning Services, Technology

SUMMARY:

Technology Services needs an energetic and motivated individual to join our group. The successful candidate will possess skills to work in the following areas:

- Computer hardware and software troubleshooting
- Experience supporting Microsoft Windows desktop operating systems and applications
- Research PC issues and products independently and in a team
- Provide helpdesk and onsite support for schools
- Maintain accurate & up to date documentation of work
- Maintain a good working relationship with coworkers and school staff
- Setup and support division iPads.

QUALIFICATIONS:

The preferred candidate will possess experience in the following areas:

- Smart interactive whiteboard installation and support
- Microsoft Active Directory
- Windows 2008\2012 servers
- Video conferencing systems
- Wireless networks
- WAN operations
- IPV4 networking

TITLE: Support Analyst – Technology

Reports to: Supervisor, Learning Services:Technology

Summary: This is a 12 month position that works in collaboration with members of the technology team to implement divisional plans and strategies.

Duties:

Duties of this position include:

- **Return Merchandise Authorization**
 - Warranty Claims
 - Tracking/shipping of devices under warranty

- **Technology Inventory Control**
 - Receipt of ordered parts, purchase order tracking and invoice notation of receipt of goods
 - Issue of parts inventory to technicians
 - Shipments to schools
 - Inventory tracking of divisional devices
 - Identification of low inventories

- **Electronic Mail**
 - Resolve mail account issues: resetting passwords, naming conventions
 - Update group mail list to ensure accuracy

- **Calendar**
 - Create/monitor room bookings across division (VC/equipment booking)
 - Ensure proper access to users based on role

- **Video Conference**
 - Schedule VC events and classes.
 - Provide technical support to VC meetings,
 - Set-up, assist, and troubleshoot VC/Bridgit/Presentations sessions

- **General Duties**
 - Back up data entry for student information system
 - Contacting vendors on behalf of technicians - request quotes
 - Tracking hardware issues organizing events within the department

- Data entry into student diagnostic programs and 15% working knowledge of these programs
 - Purchase order creation/ filing
 - Tracking of backorders
 - Filing of vendor contracts: email, antivirus, firewall, web filtering, scanners
 - Assistance with the Supervisor's correspondence and projects (proof reading, mailing, photocopy, etc.)
 - Updates and filing of network documentation
 - Backup telephone reception
 - Organization of Technology Team shared drive
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- Any other duties assigned by the Supervisor, Learning Services:Technology

Participation in the following activities is expected:

- internal inservice activities
- external course training as needed

TITLE: Data Coordinator

Reports to: Supervisor, Learning Services:Technology

Summary: This is a 10 month position that works in collaboration with members of the technology team to implement divisional plans and strategies including, but not limited to, the following programs:

Student Information System (Power School/PASI)
Electronic Document Management System (Docushare)
Collaborative Response model software (WECollab)

Duties:

Duties of this position include:

Student Information System

- ensure a high level of accuracy and compliance in all student information systems
- prepare end of year and new year start up processes
- work collaboratively to ensure the integrity and security of GYPSD student data
- prepare student record submissions for Alberta Education, including consolidation, validation and resolution of data errors
- collect and submit student data to Alberta Health Services
- support calls with SIS vendor
- technical support to all school sites in GYPSD

Provincial Approach to Student Information (PASI)

- monitors school work items and assists in resolving errors when necessary
- creates extracts to submit to Alberta Education as required
- reconciles mismatched student information between PASI and Powerschool
- provide assistance to division end users as needed

Other duties as assigned by Supervisor, Technology – Learning Services.

QUALIFICATIONS:

- Knowledge and experience in a wide variety of technologies and applications, including but not limited to Powerschool, Docushare, GSuite
- Certification or working towards certification in ISO/IEC 27001 Foundation Training
- Ongoing professional development, training and certifications in relevant areas of responsibility

Participation in the following activities is expected:

- internal inservice activities
- external course training
- update, as required, recertification of external credentials

TITLE: Systems Administrator

Reports to: Supervisor, Learning Services:Technology

Summary: 12 Month position that works in collaboration with members of the technology team to implement divisional plans and strategies including, but not limited to, the following programs:

Student Information System (Power School/PASI)
Electronic Document Management System (Docushare)
GSuite for Education

Duties:

Duties of this position include:

General

- ensure a high level of accuracy in student information system records
- work with the technology team to research, deploy and support up to date API, plug ins and program enhancements related to the PowerSchool program

Student Information System

- maintain the student information system software environment and recommend improvements in processes and workflow.
- work collaboratively to ensure the integrity and security of GYPSD student data
- prepare student record submissions for Alberta Education, including consolidation, validation and resolution of data errors
- collect and submit student data to Alberta Health Services
 - maintain user accounts and access for vendor hosted support website
- prepare end of year and new year start up processes
- end user support/training to all sites within GYPSD
- train school team members on effective use of PowerSchool
- support calls with SIS vendor

Provincial Approach to Student Information (PASI)

- monitors school work items and assists in resolving errors when necessary
- creates extracts to submit to Alberta Education as required
- reconciles mismatched student information between PASI and Powerschool
- provide assistance to division end users as needed

Electronic Document Management System (EDMS)

- follows protocols set for document management system
- monitor deleted files in the EDMS trash folder, recover as required
- provide end user assistance as required to division staff

Other duties as assigned by Supervisor, Technology – Learning Services.

QUALIFICATIONS:

- Knowledge and experience in a wide variety of technologies and applications, including but not limited to Powerschool, DocuShare, GSuite
- Certification or working towards certification in ISO/IEC 27001 Foundation Training
- Ongoing professional development, training and certifications in relevant areas of responsibility

Participation in the following activities is expected:

- internal inservice activities
- external course training along with successful certification on division sponsored programs to meet the installation and maintenance requirements of adopted/emerging technologies
- update, as required, recertification of external credentials

Systems Analyst I

Qualifications:

- general computer knowledge
- certificate in Computer Sciences, Electronic Engineering Technologies or equivalent.
- Microsoft Technology Associate (MTA) or equivalent
- training and experience in Local Area Networks (LAN)
- category 6 Structured Wiring
- Five or more years in the computer field

Reports to: Supervisor Supervisor - Learning Services, Technology

Job Description:

In accordance with the Supervisor of Technology's specifications and direction:

- Install and maintain:
 - all computers, peripherals, and servers
 - software in computer labs, mobile devices, school offices, ESC and HLSC
 - networks in schools, ESC, HLSC and extended partner sites
 - servers
- Implement network security requirements
- Troubleshoot and repair computer equipment throughout the enterprise network
- preventative maintenance of hardware and peripherals
- Test, install and modification of Category 6 structured wiring
- General maintenance/cleanliness of school server rooms, technology storage areas
- Provide technical assistance to schools to ensure PolyCom/VC equipments is working properly
- Other duties as assigned by the Supervisor, Learning Services: Technology

Participation in the following activities is expected:

- internal inservice activities
- external course training along with successful certification on division sponsored programs to meet the installation and maintenance requirements of adopted/emerging technologies
- update, as required, recertification of external credentials

Systems Analyst II

Qualifications:

- certificate in Computer Sciences, Electronic Engineering Technologies or equivalent.
- CNE or equivalent
- as a minimum, certification on: implementing and supporting Microsoft Windows(v)
- training and experience in Local Area Networks (LAN), and Wide Area Networks (WAN), including IP addressing/routing and advanced routing certification on 3Com hardware or equivalent
- training and experience using Active Directory

Reports to: Supervisor Supervisor - Learning Services, Technology

Job Description:

In accordance with the Supervisor of Technology's specifications and direction:

- Install and maintain:
 - all computers, peripherals, and servers
 - software in computer labs, classrooms, school offices, and ESC and HLSC
 - networks in schools, Education Services Centre and extended partner sites
 - WAN hardware
 - internet servers and firewalls
- Implement network security requirements
- Router table maintenance
- WAN documentation and management
- Troubleshoot and repair computer equipment throughout the enterprise network
- Preventative maintenance of hardware and peripherals
- Video Conference Equipment
 - Oversee/update PolyCom directory
 - Proactively maintain PolyCom equipment at all sites
 - Provide technical assistance to schools to ensure PolyCom/VC equipments is working properly
- Test, install and modification of Category 6 structured wiring
- Remote management of divisional devices (Chromebooks/iPads)
- Configure, maintain and support interactive whiteboards, software
- Other duties as assigned by the Supervisor, Learning Services:Technology

Participation in the following activities expected

- internal inservice activities
- external course training along with successful certification on division sponsored programs to meet the installation and maintenance requirements of adopted/emerging technologies
- as required, recertification of external credentials Update, as required, recertification of external credentials (i.e. Gsuite, AD)

Systems Analyst III

Qualifications:

- certificate in Computer Sciences, Electronic Engineering Technologies or equivalent.
- Working towards or current certification in Microsoft Professional
- certification of Novell CNE (Certified Network Engineer) to the division-adopted version.
- certification on implementing and supporting Microsoft Windows
- training and experience in Local Area Networks (LAN), and Wide Area Networks (WAN), including IP addressing/routing and advanced routing certification on 3Com hardware or equivalent
- training and experience using Active Directory
- experience using the admin console of GSuite for Education

Reports to: Supervisor Supervisor - Learning Services, Technology

Job Description:

In accordance with the Supervisor of Technology's specifications and direction:

- Install and maintain:
 - all computers, peripherals, and servers
 - software in computer labs, classrooms, school offices, ESC and HLSC
 - networks in schools, Education Services Centre and extended partner sites
 - WAN hardware
 - Internet servers and firewalls
- Implement network security requirements
- Planning, configuring and supporting Microsoft application servers
- Planning, configuring and supporting adopted firewalls
- Planning, configuring and supporting application servers
- Router table maintenance; WAN documentation and management
- Troubleshoot and repair computer equipment throughout the enterprise network
- Preventative maintenance of hardware and peripherals
- Configure, maintain and support interactive whiteboards, software
- Video Conference Equipment
 - Oversee/update PolyCom directory
 - Proactively maintain PolyCom equipment at all sites
 - Provide technical assistance to schools to ensure PolyCom/VC equipments is working properly
- Test, install and modification of Category 6 structured wiring
- Remote management of divisional devices (Chromebooks/iPads)

- Other duties as assigned by the Supervisor, Learning Services:Technology

Participation in the following activities expected

- internal inservice activities
- external course training along with successful certification on division sponsored programs to meet the installation and maintenance requirements of adopted/emerging technologies
- as required, recertification of external credentials

Role Title: System Analyst IV

Qualifications

Certificate in computer science, electronic engineer technician or equivalent.

Working towards or current certification of Microsoft Certified Solutions Associate - Windows Server 2016 (MSCA) or later

Working towards or current certification of Microsoft Certified Solutions Expert

Extensive knowledge working in the GSuite Admin Console and Active Directory

Knowledge of Hyper V

As required, recertification of external credentials

Reports to: Supervisor Supervisor - Learning Services, Technology

Summary

The System Analyst IV will work with the technology team to plan and develop IT services, programs, and support throughout the division. This position will support the direction and facilitation of IT strategic and tactical planning.

Responsibilities:

- Plan, design, implement and develop network and directory
- Network and applications configuration infrastructure - domain, sites, organization units, domain controllers, DNS, DHCP, ISA, IIS, and TCP/IP
- Install, configure, maintain, upgrade, support, optimize and administer servers, directory structures, group policy, scripting, users/groups access, security, software, network printing, files Services and peripherals
- Build and deploy standard computer software and operating systems
- Build and deploy software by group policies
- Implement, maintain and test network security
- Apply software upgrades and patches
- Troubleshoot and resolve server, workstation and network problems
- Monitor system performance and implement performance tuning
- Ensure the stability and integrity of in-house wireless network services
- Regularly test and approve critical patches for servers and workstations
- Plan, design, develop and maintain wireless local area networks (WLANs) across the organization
- Consult, advise, and purchase hardware for Selection and network maintenance and administration

- Participate with the installation, monitoring, maintenance, support, deployment and optimization of all network hardware, and communication links
- Configure, maintain and support routers
- Configure and maintain multiple email and archive servers, DEP
- Configure and maintain all digital repository and database servers, SQL Server
- Configure, maintain and support electronic work
- Configure, maintain and support electronic bus routing and rider server(Versatrans)
- Configure, maintain and Support Student Information Systems Servers
- Configure, maintain and support to remote access server
- Consult, advise, and purchase software for network maintenance and administration
- Participate with the installation, monitoring, maintenance, support, deployment and optimization of all network software
- Configure, maintain and support antivirus and web filtering
- Research and implement transparent filtering needed for public wireless
- Conduct and share technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility
- Recommend, manage and deploy network solutions for short-, medium-, and long-range network projects
- Conduct and share technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system
- Remain current with new and emerging technologies as related to network management and administration
- Other duties as assigned by the Supervisor, Learning Services: Technology

Participation in the following activities expected

- internal inservice activities
- external course training along with successful certification on division sponsored programs to meet the installation and maintenance requirements of adopted/emerging technologies
- update, as required, recertification of external credentials (i.e. Gsuite, AD)
- Utilize new training and knowledge to inservice others in the technology department

Job Title: Systems Analyst V

Qualifications

- Working towards or current certification of Microsoft Certified Solutions Associate - Windows
- Server 2012 (MSCA) or later
- Working towards or current certification of Microsoft Certified Technology Specialist – Exchange Server 2010, 2013 or later
- Working towards or current certification of Microsoft Certified IT Professional
- Working towards or current certification of Microsoft Professional
- Working towards or current certification of GSuite for Education Administration
- Knowledge of Hyper V
- Knowledge of Azure
- As required, recertification of external credentials

Reports to: Supervisor, Learning Services:Technology

SUMMARY:

The System Analyst V will work with the technology team to plan, develop and support IT services throughout the division. This position will support the direction and facilitation of IT strategic and tactical planning.

Responsibilities:

- Research, recommend and implement web filtering appliances.
- Implement transparent filtering needed for public wireless, firewall and filtering
- Configure, maintain and support electronic bus routing and rider server (Versatrans) and SRB Server
- Participate with the installation, monitoring, maintenance, support, deployment and optimization of all network hardware, and communication links
- Configure, maintain and support routers and switches
- Work collaboratively with the technology team in the direction and facilitation of IT strategic and tactical planning
- Plan, design, implement and develop network directory, network and applications Infrastructure – domain, sites, organization units, domain controllers, DNS, DHCP, ISA, IIS, and TCP/IP
- Install, configure, maintain, upgrade, support, optimize and administer servers, directory structures, group policy, scripting, users/groups access, security, software, network printing, files services and peripherals
- Ensure that applicable project management practices are followed throughout project lifecycles

- Build and deploy software by group policies
- Stay informed on new or emerging trends and technologies that provide clear benefits to the organization
- Implement, maintain and test network security
- Participate with the installation, monitoring, maintenance, support, deployment and optimization of all network hardware, software, and communication links
- Conduct capacity planning for network bandwidth, storage requirements, messaging, websites, and other applications
- Research and innovation on systems
- Other duties as assigned by the Supervisor, Learning Services:Technology

Participation in the following activities expected

- internal inservice activities
- external course training along with successful certification on division sponsored programs to meet the installation and maintenance requirements of adopted/emerging technologies
- update, as required, recertification of external credentials (i.e. Gsuite, AD)
- utilize new training and knowledge to inservice others in the technology department

TITLE: ACCOUNTANT (Financial)

REPORTS TO:

Works under the direction and supervision of the Asst. Supt. Business Services.

SUMMARY:

This position is responsible for accounting tasks directly related to the properly recording of divisional transactions.

DUTIES:

Duties of this position are to include but are not limited to:

- Knowledge of payroll procedures and completing the reconciliation of liabilities resulting from payroll operations..
- May include the management of the Accounts Receivable sub-system
- May include the management of the Cash Receipts sub-system and bank deposits.
- May assist the Finance Manager with reconciliation of enrollment data related to funding.
- Reconciliation of General Ledger accounts; including but not limited to assets and liabilities.
- Preparation of journal entries related to the reconciliation of General Ledger accounts.
- Conduct audits of School Generated Funds.
- Assist the Finance Manager with the development and implementation of accounting procedures for School Generated Funds.
- Preparation of quarterly GST returns.
- Preparation of Revenue Canada annual charity returns for GYRD registered charities.
- Accounting, reporting and budgeting functions related to educational programs that are partnered with Health Authorities or other organizations.
- Assist the Finance Manager with the preparation of the Audited Financial Statement and related supporting schedules.
- Provides support within the accounting department when required.
- Other duties as assigned by the Asst. Supt. Business Services.

QUALIFICATIONS:

- Completion of a recognized accounting certificate program.
- Previous related work experience.
- High degree of knowledge of accounting principles and their application.
- Excellent computer skills, with transferability to different accounting systems and programs.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: ACCOUNTANT (Payroll)

REPORTS TO:

Works under the direction and supervision of the Asst. Supt. Business Services.

SUMMARY:

This position is responsible for the management of the division payroll operations.

DUTIES:

Duties of this position are to include but are not limited to:

- Performs tasks related to the monthly payroll processing of certificated payroll, ensuring that all employees are paid within the scope of the contractual agreement in place.
- Deals directly with the Director of Education and Finance Manager to ensure that all staff changes are timely and properly documented for action by Payroll.
- Responsible for the review of master changes initiated by the Payroll Officer.
- Benefit and pension plan administration. This will include the electronic transfer of benefit and pension data to the plan administrator.
- Reconciliation of ATRF through the ATRF software.
- Processing and reconciliation of T4's.
- Answer correspondence related to payroll and employee inquiries.
- Complete required documentation and monitoring of EDB claims for certificated personnel.
- Complete Record of Employments for certificated personnel.
- Provide confidential information to administration related to budgeting, contractual implications, and individual employee payroll and human resource data.
- Review payroll operations and recommend changes to the Finance Manager as changes occur in reporting requirements, within the payroll software, and as staff requirements are not meeting the needs of the GYRD payroll function.
- Recommend changes to the Payroll software as GYRD needs for payroll processing and reporting change.
- Other duties as assigned by the Asst. Supt. Business Services.

QUALIFICATIONS:

- Completion of a recognized payroll certification program
- Previous experience working with a large computerized payroll.
- Knowledge and application of accounting principles.
- Ability to deal with administration in a effective constructive manner.
- Excellent computer skills, with transferability to different accounting systems and programs.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: PAYROLL OFFICER

REPORTS TO:

Works under the direction and supervision of the Asst. Supt. Business Services.

SUMMARY:

This position performs payroll operations for the division.

DUTIES:

Duties of this position are to include but are not limited to:

- Performs all tasks related to the monthly payroll processing, ensuring that all employees are paid within the scope of the contractual agreements in place.
- Preparation of timely payment of premiums due for Revenue Canada and divisional benefit plans.
- Responsible for the reconciliation of the General Ledger payroll liability accounts, including the preparation of journal entries that may be necessary.
- Benefit and pension plan administration. This will include the electronic transfer of benefit and pension data to the plan administrator.
- Answer correspondence related to payroll and employee inquiries.
- Complete required documentation and monitoring of WCB claims and annual reporting.
- Complete required documentation and monitoring of EDB claims.
- Complete Record of Employments.
- Provides support within the accounting department when required.
- Other duties as assigned by the Asst. Supt. Business Services.

QUALIFICATIONS:

- Completion of a recognized accounting and/or payroll certification program.
- Previous experience working with a large computerized payroll.
- Knowledge and application of accounting principles.
- Excellent computer skills, with transferability to different accounting systems and programs.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: PAYROLL OFFICER II

REPORTS TO:

Works under the direction and supervision of the Assistant Superintendent – Business Services

SUMMARY:

This position performs payroll operations for the division.

DUTIES:

Duties of this position are to include, but not limited to, the following:

- Primarily responsible for all aspects of the payroll for certificated staff and administration, including:
 - Ensure that all employees are paid within the scope of the contractual collective agreements and in accordance with all federal, provincial regulations and the requirements of divisional benefit and pension plans;
 - Management of ‘sub-module’ for the payment of substitute teaching staff and certificated staff absences;
 - Management and reconciliation of ATRF, using third party software;
 - Management of benefit plan information and electronic data transfer to plan administrators;
 - Management of the Deferred Salary Leave Plan (DSLPL);
 - Management of all benefits for early retirees;
 - Management of ‘Extended Disability Benefits (EDB)’ in accordance with the Alberta School Employee Benefit Program (ASEBP) requirements;
 - Complete Records of Employment (ROE).
- Preparation and reconciliation of T4 and T4A documents.
- Preparation and timely remittance of Receiver General deductions and benefit plan premiums.
- Responsible for the reconciliation of the General Ledger payroll liability accounts, including preparation of required journal entries.
- Respond and reply to all employee inquiries related to payroll matters.
- Completion of required documentation and monitoring of WCB claims.
- Completion of the required WCB Annual Return Reports.
- As required, provide support within the accounting department.
- Any/all other duties, as assigned by the Assistant Superintendent – Business Services.

QUALIFICATIONS:

- Completion of a recognized accounting and/or payroll certification program.
- Previous experience working with a large computerized payroll system.
- Knowledge and application of accounting principles.
- Excellent computer skills, with transferability to different accounting systems and programs.
- Excellent interpersonal skills, with the ability to communicate effectively, with tact and discretion, both orally and in writing.
- Must be self-motivated and self-directed, with the ability to organize and prioritize work.
- Must be able to work with minimal supervision.
- Must be able to work as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: ACCOUNTING ASSISTANT

REPORTS TO:

Works under the direction and supervision of the Asst. Supt. Business Services.

SUMMARY:

This position performs a variety of accounting tasks and maintenance of the accounting computer system in support of the divisional office operations.

DUTIES:

Duties of this position are to include but are not limited to:

- Maintaining the accounting computer system, including regular data and program backups, system operating upgrades, program release updates.
- Maintaining the peripherals attached to the main frame accounting system (printer and cheque signer)
- Assist with Payroll preparation.
- Complete the Payroll processing procedures.
- Maintain the Substitute Pay Module.
- Assist with Accounts Payable.
- Maintain the Accounts Receivable sub-system
- Maintain the Cash Receipts sub-system. (may include bank deposits)
- Preparation and data entry of journal entries.
- Conduct or assist with audits of School Generated Funds.
- Provides support within the accounting department when required.
- Other duties as assigned by the Asst. Supt. Business Services.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Intermediate knowledge and application of accounting principles.
- Excellent computer skills, with transferability to different accounting systems and programs.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: ACCOUNTS PAYABLE CLERK

REPORTS TO:

Works under the direction and supervision of the Asst Supt of Business Services.

SUMMARY:

This position performs a variety of routine accounting tasks in support of divisional office operations.

DUTIES:

Duties of this position are to include but are not limited to:

- Accounts payable processing at the divisional level.
- Acts as a contact person for school accounting personnel
- Provides support to the accounting department when required.
- Other duties as assigned by the Asst Supt of Business Services.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Basic knowledge and application of accounting principles and office organization.
- Technology and computer skills
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

Job Title: Senior Accounts Payable Officer

Reports to: Director – Financial Services

Job Summary: The Senior Accounts Payable Officer is responsible for pro-active and professional organization of vendor accounts.

Responsibilities and Duties:

- Maintains accounts payable operating system. Responsible for resolving system issues associated with processing timely payments.
- Accepts responsibility to reconcile vendor accounts and liaise with school/department secretaries on discrepancies.
- Assist in the development and implementation of goals, policies, priorities, and procedures with the expectation to support training and knowledge sharing with system users.
- Identifies non compliance of employee expense claims with internal administrative procedures.
Review of vendor accounts for identification of prepaid purchases.
- Evaluates freight charges relative to purchases.
- Prepares monthly Accounts Payable Financial reports for the Board of Trustees
- Orientate staff to corporate credit card and administrates corporate credit card program
- Reviews and utilizes software to improve processes.

Qualifications:

- 5 years of accounts payable related experience.
- Strong knowledge and application of accounting principles and office organization.
- Strong analytical skills.
- Technology and computer skills.
- Excellent communication and interpersonal skills.
- Highly detail oriented and organized in work.
- Must be self -motivated, self- directed with the ability to organize and prioritize work in order to maintain deadlines.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external parties.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

Job Title: Senior Payroll Accountant

Reports to: Director – Human Resources

Job Summary: The Senior Payroll Accountant is responsible for pro-active and professional management of the division payroll operations

Responsibilities and Duties:

- Performs tasks relating to the monthly payroll processing of certificated payroll, administration staff, learning support staff and trustees ensuring that all employees are paid within the scope of the contractual agreements in place
- Deals directly with Human Resources Director to ensure that all staff changes are documented in a timely manner for action by payroll
- Responsible for maintaining the payroll email mailbox
- Assist in the development and implementation of goals, policies, priorities, and procedures with the expectation to support training and knowledge sharing with SRB payroll system users
- Responsible for review of master changes initiated by the Payroll Officer
- Responsible for benefit and pension plan administration including electronic transfer of benefit and pension data to the plan administrator for ATRF and ASEBP
- Reconciliation of ATRF through the ATRF software
- Responsible for payroll allocation and standard costing distribution
- Responsible for the processing and reconciliation of T4's
- Responsible for the reconciliation of monthly ASEBP statements
- Responsible for the processing of the substitute teacher payroll file
- Answer correspondence and inquiries related to payroll including verification of teaching experience for employees and other school boards
- Monitor EDB claims for certificated, administration and learning services support staff
- Complete Records of Employment for certificated, administration and learning services support staff
- Provide confidential information to administration related to budgeting, contractual implications and individual employee payroll and human resource data
- Review payroll operations and recommend changes to the Director of Human Resources as changes occur in reporting requirements within the payroll software
- Responsible for the reconciliation of general ledger accounts with relation to payroll and preparation of journal entries
- Responsible for the processing and reconciliation of WCB annual report
- Responsible for the preparation and submission of School Authority Employment Submission to Alberta Education
- Responsible for updating rates in SRB software ie., LAPP, ATRF, SIPP
- Other duties as assigned by the Director – Human Resources

Qualifications:

- 5 years of accounts payable related experience
- Completion of an accounting certificate program
- Strong knowledge and application of accounting principles and office organization
- Strong analytical skills

- Technology and computer skills
- Excellent communication and interpersonal skills.
- Highly detail oriented and organized in work.
- Must be self -motivated, self- directed with the ability to organize and prioritize work in order to maintain deadlines.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external parties.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

Title: Senior Financial Accountant

Reports to: Director - Financial Services

Job Summary: This Senior Financial Accountant is responsible for accounting tasks directly related to the recording of divisional transactions, assists with budget preparation, and assists with preparation of internal and external reporting

Duties:

Duties include, but are not limited to:

- Management of Accounts Receivable and Cash Receipts sub-system
- Assist with reconciliation of student enrolment data related to funding
- Reconciliation of various general ledger accounts
- Preparation of journal entries
- Conduct audits of School Generated Funds
- Assist with the development and implementation of accounting procedures for School Generated Funds
- Assist with the development and training of GYPSD clerical staff in all aspects of financial systems
- Assist with the preparation of public documents including Charity Returns and GYPSD Financial Statements
- Provides support within the accounting department when required
- Assist with budget development including historical analysis of data, input data in budget system and preparation of budget documents while ensuring confidentiality
- Preparation and data entry of budget transfers
- Assist with the Accounts Payable batch checking prior to cheque runs
- Assume leadership role in special projects as assigned (chart of accounts, KEV)
- Set up general ledger accounts
- Other duties as assigned by Director - Financial Services

Qualifications

- Completion of 3rd level of CPA/CGA program
- 5 years of related work experience
- Strong knowledge of general ledger accounts to ensure financial reporting is in compliance with Government of Alberta requirements
- Ability to analyze staffing reports to ensure correct general ledger accounts are utilized
- Knowledge of payroll procedures and processes to ensure completion of the reconciliation of liabilities resulting from payroll operations
- High degree of accuracy and knowledge of accounting principles
- Excellent computer skills, with transferability to various accounting systems and programs
- Excellent interpersonal skills and ability to communicate effectively with tact and discretion, both orally and in writing
- Must be self-motivated, self-directed with the ability to organize and prioritize work
- Ability to maintain a high level of confidentiality

TITLE: Teacher Assistant II – School Bus Monitor

This position will be a bus monitor and may require the bus monitor to work a split shift to transport students to and from school.

DUTIES:

The duties of this position are not limited to the listed components but are requirement of the assigned duties on a regular basis.

Acts as a part of the students learning team providing inclusive supports for the student while riding on the school bus.

Liaison with schools and parents to orientate and communicate inclusive supports information relevant to the student needs and progress, while riding the school bus.

Assist students with safe loading and unloading from the school bus and assist with seat placement on board the school bus.

Load, unload and secure wheelchair passengers or students with other mobility equipment, for safe transportation.

Interact with students to keep a calm, quiet, environment and ensure distractions to the driver are minimal.

Maintains notes of student behavior, program progress and reports safety or behavior concerns to the parent, teacher and/or Principal.

Will be required to provide basic personal care for students who require support while on the school bus.

Performs other assigned duties that are within the area of knowledge and skills required by the job.

Attend ongoing learning opportunities and refresher training to enhance skills in relation to the job description.

QUALIFICATIONS:

Valid Class 5 Driver's license

School bus training will be provided and preference for class 2 drivers' license conducive to the working environment and emergency procedures for the school bus.

Basic computer related skills.

Training and/or experience dependent on students.

Excellent communication skills.

Ability to maintain a high level of confidentiality.

Ability to work with minimal supervision and as a team player.

Physical ability to perform the required duties.

Applicant to receive Non Violent Crisis training (or similar) to provide skills for situation where physical restraint or assistance is required for student safety.

TITLE: **Teacher Assistant II - Special Education**

REPORTS TO:

Works under the direction and supervision of the School Principal and/or designate.

SUMMARY:

The Teacher Assistant II provides assistance in the classroom and performs student support duties to special needs students who are physically and/or mentally challenged, have learning disabilities and/or social, emotional, and behavioral problems.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Acts as an integral part of the IEP (Individual Education Plan) team, providing support to the student on identified objectives
- Acts as a liaison between students and professionals, providing information to relevant staff regarding student specific program needs and progress (i.e. School and divisional personnel, health care and other outside services providers).
- May accompany students on outings within the community and transport students as required.
- Will administer necessary medications in accordance with GYRD policy.
- Will assist and/or provide personal and physical care as required.
- May be required to employ physical restraint if safety concerns exist.
- Maintains up-to-date anecdotal records of student's behavior and program progress.
- Provides direct educational support to students in various classroom and other school-related activities.
- Uses computers and other specialized equipment to provide support.
- May monitor students' daily arrival, dismissal, class changes, and lunchroom/playground activities.
- Monitors class and/or students when the teacher is temporarily out of the room.
- Reports safety and discipline concerns to the teacher and/or Principal.
- Supports students in the development of life-long learning, self-esteem, personal skills and interests.
- May assist with the behavioral management of students.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- May require a valid Class 5 Driver's license.
- Technology and computer related skills.
- May require specialized training and/or experience dependent on students.
- Excellent oral and written communication skills.
- Ability to maintain a high level of confidentiality.
- Ability to work with minimal supervision and as a team player.
- Physical ability to perform the required duties.

TITLE: Teacher Assistant III - Program Related

REPORTS TO:

Works under the direction and supervision of the School Principal and/or designate.

SUMMARY:

The Teacher Assistant III provides assistance in the classroom and provides direct student support in relation to the implementation of a specialized program area (ie. Alternative Learning Programs, Native Education, Work Experience)

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Provides direct educational support to students
- May assist with preparation of program related materials and resources.
- Uses computers and other specialized equipment to provide support.
- May monitor students' daily arrival, dismissal, class changes, and lunchroom/playground activities.
- May monitor class and/or students in accordance with Board and professional guidelines.
- May assist with behavioral management of students.
- Deals with safety and discipline concerns.
- Supports students in the development of life-long learning, self-esteem, personal skills and interests.
- Acts as an integral part of the IEP (Individual Education Plan) team, providing support to the student on identified objectives.
- Provides student support in a variety of subject areas.
- May interact with the business community dependent on program needs.
- May require an element of family support including home visits.
- Acts as a liaison between students and relevant staff regarding student specific program needs and progress.
- May accompany students on outings within the community and transport students as required.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent
- Valid Class 5 Driver's license as may be required to transport students.
- Technology and computer related skills.
- May require specialized training and/or experience.
- Excellent oral and written communication skills.
- Ability to identify and solve problems.
- Self-motivated, self-directed and flexible.
- Excellent organizational skills.
- Ability to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform the required duties.

TITLE: Teacher Assistant III - Medically Complex
REPORTS TO

Works under the direction and supervision of the School Principal and/or designate.

SUMMARY:

The Teacher Assistant III Medically Complex (TAMC) provides direct student support in relation to treatments and procedures a medically complex student may require. In order to provide this level of support, the Educational Assistant would have a strong understanding of the specialized needs of the student and have developed knowledge and skills through specialized training. These students require consistency and as such the TAMC would work directly with the student and the family for multiple years.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Provides direct educational and medical support to students with medically complex needs
- May assist with preparation of program related materials and resources.
- Uses computers and other specialized equipment to provide support.
- Must monitor students' daily arrival, dismissal, class changes, and lunchroom/playground activities.
- May monitor class and/or students in accordance with Board and professional guidelines.
- May assist with behavioral management of students.
- Deals with safety and discipline concerns.
- Supports students in the development of life-long learning, self-esteem, personal skills and interests.
- Acts as an integral part of the ISP (Individual Support Plan) team, providing support to the student on identified objectives and medical needs.
- Provides student support in a variety of subject areas.
- Develop a strong working relationship with the family and offer family support
- Acts as a liaison between students and relevant staff regarding student specific program and medical needs and progress.
- Must accompany students on outings within the community and transport students as required.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

TRAINING:

TAMC who are new to the position must participate in specialized training in the following areas:

- Feeding tube placed in the nose, stomach or small intestine to deliver nutrients
- Offering intravenous therapy
- Oxygen or ventilator support
- Urinary catheterization
- Cardiorespiratory monitor
- Lifting and transferring of student in and out of specialized equipment
- Toileting and diapering procedures for students who are physically dependent
- Seizure management
- Handling of service dog
- Administering medication as required

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent
- Valid Class 5 Driver's license as may be required to transport students.
- Technology and computer related skills.
- Specialized training and/or experience in lifts, transfers, tube feeding, catheterization, diapering, toileting, seizure management, and administering medication.
- Excellent oral and written communication skills.
- Ability to identify and solve problems.
- Self-motivated, self-directed and flexible.
- Excellent organizational skills.
- Ability to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform the required duties.

TITLE: Library Assistant I

REPORTS TO:

Works under the direction and supervision of the School Principal and/or designate.

SUMMARY:

The Library Assistant I provides general clerical tasks and student support in the school library.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Related clerical duties (e.g. filing, photocopying)
- Performs duties related to the student use of library resources (scanning).
- Performs duties related to the library operation: shelving and reading, repairing and mending of books and resources, receiving inventory.
- Assists students and teachers in the proper use of the library and accessing resources.
- Assists in the organization and operation of book fairs.
- Assists and prepares library display materials.
- Maintains booking lists for audio- visual equipment.
- Monitors student behavior for adherence to school expectations of behavior while using the library.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Technology and computer related skills.
- Excellent oral and written communication skills.
- Ability to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

TITLE: Library Assistant II

REPORTS TO:

Works under the direction and supervision of the School Principal and/or designate.

SUMMARY:

The Library Assistant II provides administrative and technical support for the operation of a school library, as well as student support when in the library.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Related clerical duties (e.g. filing, photocopying)
- Performs duties related to the student use of library resources (scanning).
- Performs duties related to the library operation: shelving and reading, repairing and mending of books and resources, receiving inventory.
- Assists students and teachers in the proper use of the library and accessing resources.
- Assists in the organization and operation of book fairs.
- Assists and prepares library display materials.
- Maintains booking lists for audio- visual equipment.
- Administration of the library management system including:
 - Classifies and catalogues of all library materials and resources.
 - Monitors student use of library resources, tracks overdue books
 - Culling and discarding.
 - Oversees the selection and acquisition of library materials and resources as identified and approved.
 - Maintains inventory records.
 - Direct contact person with software provider.
- Communicates effectively library-related information to patrons.
- Possible supervision and assignment of duties to Library Assistant I, students, parents and/or volunteers.
- Monitors student behavior for adherence to school expectations of behavior while using the library.
- May monitor class and/or students in accordance with Board and professional guidelines.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Knowledge of library systems.
- Knowledge of the operations of audio-visual and office equipment.
- Technology and computer related skills.
- Effective communicator of library- related information.
- Excellent oral and written communication skills.
- Ability to work with limited supervision and as a team player
- Ability to identify and solve problems.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Excellent organizational skills.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

***Individuals that have completed a library certification program will be compensated as per clause 8.05.3 (d)**

TITLE: Secretary I

REPORTS TO:

Works under the direction and supervision of the Director/Principal.

SUMMARY:

This position performs a variety of routine clerical/secretarial tasks in support of school or divisional office operations.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Greets and directs visitors.
- Receives, directs calls or takes messages.
- Processes mail, faxes and courier items.
- May monitor students.
- Provides assistance to students, staff and the public.
- Performs a variety of clerical duties such as keyboarding, (basic data entry, word processing), filing and photocopying.
- May assist in obtaining substitute teachers and casual workers.
- May assist in organizing events/activities.
- May maintain an inventory of office supplies, possibly the ordering and receiving of materials.
- May collect and receipt incoming fees and/or other monies.
- May assist in the recording of student attendance.
- Trouble-shoots in office with relation to office equipment and routines.
- May assist with basic data entry for the accounting and/or student records programs.
- Maintains confidentiality of sensitive information
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Basic knowledge of office routines and equipment.
- Technology and computer related skills.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be able to work with minimal supervision and as a team player.
- Ability to work independently with constant interruptions.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform the required duties.

TITLE: Secretary II - Student Records

REPORTS TO:

Works under the direction and supervision of the Principal/Director.

SUMMARY:

This position performs all clerical and administrative functions as required to maintain the student records system.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Application of SIRS to record and monitor student attendance marks and schedules.
- Junior and senior high applications of the student records (SIRS).
- May reconcile CEU's and RACERS.
- Records transfers and registrations.
- Maintains student CUM files.
- Generates various reports (marks, timetables, etc.)
- Application of EDULINK.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Basic knowledge, experience and application of data based management systems.
- Technology and computer related skills.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Ability to work independently with constant interruptions.
- Ability to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physically able to perform required duties..

TITLE: Secretary II - School-Based Accounting

REPORTS TO:

Works under the direction and supervision of the School Principal and/or designate.

SUMMARY:

This position performs clerical and administrative functions as related to the maintenance of school based budgets and school generated funds.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Collection and receipt of revenues in accordance with Board policy.
- May order school resources and supplies.
- Maintains the school inventory of equipment.
- Performs all aspects of accounting procedures such as purchase orders, invoices, and report generation.
- May assist administration with allocation of the annual school budget.
- Application and maintenance of accounting programs in monitoring school budgets and school generated funds (AS400 , CASCH).
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Basic knowledge and application of accounting principles and office organization.
- Technology and computer related skills.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Ability to work the minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physical ability to reform required duties.

TITLE: Secretary III

REPORTS TO:

Works under the direction and supervision of the Principal/Director.

SUMMARY:

This position performs a variety of secretarial tasks in support of school or divisional office operations.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Responsible to one supervisor; relieving them of basic organizational tasks.
- May have the responsibility to assign job tasks to other support personnel.
- Processes a variety of materials such as routine correspondence, newsletters, reports and forms.
- May perform the reception duties.
- May be required to assist with organization of meetings, prepare agendas and record minutes.
- Maintains confidentiality of sensitive information.
- Assists with the dispatch of emergent or high priority correspondence and/or direction to staff and/or students.
- May arrange for substitute coverage and process the staff absence reports.
- May perform basic data entry for the accounting program.
- May assist in organizing events/activities.
- Collection and receipt of revenues in accordance with Board policy.
- Trouble-shoots in office with relation to office equipment and routines
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Basic knowledge and application of office procedures.
- Technology and computer related skills.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Ability to maintain a high level of confidentiality.
- Physically able to perform required duties.

TITLE: Secretary IV

REPORTS TO:

Works under the direction and supervision of the Principal/Director.

SUMMARY:

This position performs a variety of routine secretarial tasks in support of school or divisional office operations.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Primarily responsible to one person, relieving them of basic organizational tasks.
- May have the responsibility of assigning job tasks to other personnel.
- Processes a variety of materials such as routine correspondence, newsletters, reports and forms.
- May arrange for substitute coverage and process the staff absence reports.
- Acts as the main contact person for the office, providing all reception functions.
- May be required to assist with the organization of meetings, prepare agendas, and record minutes.
- Responsible for the maintenance and application of the students records system (SIRS).
- May reconcile CEU's and RACERS.
- Responsible for student registrations and transfer, and CUM file maintenance.
- Application of EDULINK.
- Collection and receipt of revenues in accordance with Board policy.
- Orders school resources and supplies.
- Maintains the school inventory of equipment.
- May assist administration with allocation of the annual school budget.
- Performs all aspects of accounting procedures such as purchase orders, invoices and report generation.
- Application and maintenance of accounting programs in monitoring school budgets and school generated funds (AS400, CASCH).
- Maintains confidentiality of sensitive information.
- Assists with the dispatch of emergent or high priority correspondence and/or direction to staff and/or students.
- Trouble-shoots in the office with relation to office equipment and routines.
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS:

- Completion of grade 12 diploma or equivalent.
- Basic knowledge and application of accounting principles and office organization.
- Basic knowledge of student records system.
- Technology and computer related skills.
- Excellent interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing.
- Must be self-motivated, self-directed with the ability to organize and prioritize work.
- Must be able to work with minimal supervision and as a team player.
- Must be able to work with constant interruptions.
- Ability to maintain a high level of confidentiality.
- Physical ability to perform required duties.

Job Title: Receptionist - Education Services Centre

Reports To: Assistant Superintendent Business Services

Responsibilities and Duties:

The ESC Receptionist, under the direction of the Assistant Superintendent Business Services, will primarily be responsible for reception duties including receiving all visitors, operating switchboard, receiving, screening and directing phone calls, and performs a variety of routine clerical/secretarial tasks in support of divisional office operations.

Duties:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis:

- Reception duties including greeting and/or directing all visitors to ESC
- Operating switchboard, receiving, screening and directing phone calls and fax messages
- Re-direct calls as appropriate and take adequate messages when required
- Direct general public to appropriate staff member
- Open and date stamp all general correspondence; process all incoming and outgoing mail including courier services and maintaining postage in meter
- Maintain an adequate inventory of office supplies
- Respond to public inquiries
- Communicate with the public, staff and others, responding to inquiries and providing general information
- Maintains security by following procedures; monitoring sign in book; issuing visitor badges
- Providing general clerical duties and maintaining a variety of files and records including entering data and performing word processing duties
- Reconciling Education Services Centre petty cash funds
- Maintain Hour Zero Buddy Team list
- Manage and provide instruction on the use of Meeting Room Manager and enter information on the Education Services Centre television
- Coordinate the repair and maintenance of office equipment
- Operate GYPSD Identification program. Create ID cards and key-cards
- Order and re-order administrative Business Cards
- Perform other related duties as required

Qualifications:

- Completion of grade 12 diploma or equivalent
- Basic knowledge and application of office procedures
- Technology and computer related skills
- Excellent Interpersonal skills, with the ability to communicate effectively with tact and discretion, both orally and in writing
- Must be self-motivated, self-directed with the ability to organize and prioritize work
- Must be able to work with minimal supervision and as a team player
- Ability to maintain a high level of confidentiality

- Physically able to perform required duties
- Requires clerical skills and knowledge of office practices and procedures that involve the standard office equipment such as personal computer, copier, fax, and associated equipment

Title: Transportation Assistant

Reports to: Director - Transportation Services

Job Summary: Reporting to the Director – Transportation Services, this 12 month position plays a critical role in the organization and day-to-day operations of Transportation Services and performs a variety of administrative support tasks for the Transportation Services Department.

Duties:

Duties include, but are not limited to:

- Maintain transportation files for bus routes, transportation fees, school bus registrations, ride times and the route review process
- Provide monthly bus ridership reports to schools
- Manage, reconcile and prepare annual invoices for ineligible riders
- Maintain the spare driver calendar
- Maintain and update vehicle records and drivers in the division fleet maintenance system - Fleetvision
- Submit work order requests to technology & facilities
- Organize, prepare and schedule meetings for drivers and staff
- Respond to all incoming radio transmission
- Direct and assist drivers and contractor drivers on route, with safety or student concerns
- Provide assistance with delays, cancellations, on road delays
- Liaise between Transportation office bus drivers and contractors during emergency situations (e.g. bus collision or lost student)
- Design, implement, schedule and manage the Divisions computerized routing software – Versa Trans
- Ensure Versa Trans student demographics match with GYPSD Schools
- Verify address information as input by schools, investigate and follow up with school Secretaries in correcting physical/ mailing addresses in PowerSchool
- Manage student demographics and liaise with school secretaries from other Boards where transportation agreements are in place
- Maintain attendance boundaries in Versa Trans and make adjustments when required
- Troubleshoot system malfunction and liaise between Tech Services and Versa Trans support
- Build computerized mapping in growth areas
- Provide data for boundary planning and route optimization
- Provide route optimization and data analysis reports for Director of Transportation
- Maintain driver training records in Versa Trans
- Determine student eligibility and record any considerations regarding the student (Inclusive Supports, highway residence, unsafe stop location, school of choice, medical conditions affecting transportation etc.)
- Assign or remove students from the bus route, notify the driver and school when changes occur
- Ensure all bus routes are up to date on an ongoing basis

- Apply route adjustments as needed, notifying drivers, parents and schools of any route adjustments.
- Review routes on a continual basis to ensure we meet operational standards, address safety issues and improve inefficiencies
- Calculate monthly route kms for school bus contractor invoicing
- Maintain and update route maps on the GYPSD website
- Coordinate individualized busing requests with Student Support Services for students with special requirements (i.e. wheelchairs, underage students, etc.)
- Assist Director of Transportation with Alberta Education yearly funding application
- Prepare parent provided transportation agreements and reconcile monthly school attendance for payment to parents
- Reorder supplies – Trip Inspection/Time Record Books/Misconduct
- Exchange/import/export data between programs (Excel, VersaTrans)
- Other duties as assigned by Director - Transportation Services

Qualifications:

- Previous experience with routing software (Versa Trans, Edulog)
- Previous experience with Radio Dispatch
- Previous experience with GIS mapping
- Previous experience with rural addressing
- Class 2 drivers license with S Endorsement
- Technology and computer skills
- Excellent communication and interpersonal skills
- Highly detail oriented and organized in work
- Must be self -motivated, self- directed with the ability to organize and prioritize work in order to maintain deadlines
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external parties
- Ability to maintain a high level of confidentiality
- Physical ability to perform required duties

TITLE: Executive Secretary -Human Resources

REPORTS TO:

Works under the direction and supervision of the Deputy Superintendent -Leadership Services and Human Resources

SUMMARY:

Reporting to the Deputy Superintendent, this position plays a critical role in the organization and day-to-day operations of the Education Services Centre, and performs a variety of secretarial and administrative support tasks for the Human Resources Department with respect to divisional employees i.e. ATA, CUPE and GYPSD Bus Drivers.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis:

- Primarily responsible to the Chief Deputy Superintendent, relieving him/her of basic organizational tasks
- Provides a range of support including materials preparation, organization and scheduling of meetings, booking meeting rooms, preparing agendas, and recording minutes
- Act as the initial contact person for the human resources department and answers telephone and/or e-mail or other inquiries related to general information, policies/ procedures in a prompt and professional manner
- Prepare and post all staff vacancies to District Office Online and/or in newspapers, as required
- Maintain contact with Apply to Education to ensure the service meets GYPSD needs
- Compile, maintain and process all incoming Human Resources correspondence
- Support recruitment activities, namely: arranging interviews, preparing interview packages and completion of appropriate follow-up
- Maintains and administers new hire documentation including offers of employment and contracts of employment
- Creates, maintains, organizes and disposes of centralized, confidential personnel filing system, both electronic and paper-based for security, department access and easy retrieval
- Maintains currency of employee criminal record check, child welfare check, medical report and valid teacher certification documents to ensure that Board policy is adhered to
- Data entry and maintenance as required with respect to HR administrative duties
- Processes a variety of materials such as routine correspondence, reports, forms and contracts
- Orders resources and supplies
- Performs aspects of accounting procedures including purchase orders, invoices and report generation
- Trouble-shoots in the office related to office equipment and routines
- Maintains confidentiality of sensitive information
- Assists with the dispatch of emergent or high priority correspondence to schools, the Board of Trustees and Alberta Education

- Maintains Alberta Education School Authority Information documentation
- Application of Extranet -Alberta Education (Teacher Registry System; Teacher Certification Validation; Provincial Markers Information System; Class Size Information System)
- Maintains regular contact with the Teacher Certification Branch (Alberta Education Liaison)
- Trouble-shoots and assists with teacher certification processes with new and current employees
- Maintains substitute teacher and casual support lists
- Maintains calendars and diaries to ensure that dates and deadlines are not overlooked and/or missed
- Assists with specific projects and implementation of locally developed programs, courses, French Immersion Program Expansion, as required
- Retrieves information, data as required
- Assists with and/or organizes events/activities
- May have the responsibility of assigning job tasks to other personnel
- Coordinates executive travel and related travel needs
- Provides administrative support to other leadership positions as required
- Performs other assigned duties that are within the area of knowledge and skills required by the job description

QUALIFICATIONS:

- Completion of a grade 12 diploma, or equivalent with 3 to 5 years previous success in a similar office setting. Additional education/training is desired and may be required
- Completion of a recognized secretarial training or equivalent experience
- Advanced knowledge of basic office routines and equipment
- Computer literate with sound working knowledge of e-mail and internet
- Proven ability to manage workload with limited structure and/or supervision
- Ability to manage multiple assignments
- Able to maintain a high level of confidentiality
- Ability to effectively communicate orally and in writing utilizing tact and discretion
- Must be able to work with constant interruptions
- Must be able to work with minimal supervision and as a team player
- Physical ability to perform the required duties

TITLE: Executive Secretary – Business Services

REPORTS TO:

Works under the direction and supervision of the Assistant Superintendent – Business Services

SUMMARY:

Reporting to the Assistant Superintendent – Business Services, this position plays a critical role in the organization and day-to-day operations of the Education Services Centre, and performs a variety of secretarial and administrative support tasks for the Business Services Department.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Primarily responsible to the Assistant Superintendent – Business Services, relieving him/her of basic organizational tasks
- Provides a range of support including materials preparation, organization and scheduling of meetings, booking meeting rooms, preparing agendas, and recording minutes
- Act as the initial contact person for the Business Services department and answers telephone and/or e-mail or other inquiries related to general information, policies/procedures in a prompt and professional manner
- Compile, maintain and process all incoming Business Services correspondence
- Data entry and maintenance as required with respect to Business Services administrative duties
- Processes a variety of materials such as routine correspondence, reports, forms and contracts
- Receives and processes School Fee Reductions for approval
- Arranges for insurance certificates and renewals through the insurers as necessary
- Organizes and prepares requests for information for the review and release
- Orders resources and supplies
- Trouble-shoots in the office related to office equipment and routines
- Maintains confidentiality of sensitive information
- Assists with the dispatch of emergent or high priority correspondence to schools, and Alberta Education
- Application of Extranet – Alberta Education (Class Size Information System)
- Maintains calendars and diaries to ensure that dates and deadlines are not overlooked and/or missed
- Retrieves information, data as required
- Assists with and/or organizes events/activities
- Coordinates executive travel and related travel needs
- Provides administrative support to other leadership positions as required
- Performs other assigned duties that are within the area of knowledge and skills required by the job description

QUALIFICATIONS:

- Completion of a grade 12 diploma, or equivalent with 3 to 5 years previous success in a similar office setting. Additional education/training is desired and may be required
- Completion of a recognized secretarial training or equivalent experience
- Advanced knowledge of basic office routines and equipment
- Must demonstrate competency in MS Word, MS Excel, Adobe Acrobat Pro, and MS Outlook.
- Proven ability to manage workload with limited structure and/or supervision
- Ability to manage multiple assignments
- Able to maintain a high level of confidentiality
- Ability to effectively communicate orally and in writing utilizing tact and discretion
- Must be able to work with constant interruptions
- Must be able to work with minimal supervision and as a team player
- Physical ability to perform the required duties

TITLE: Executive Secretary – Facility Services

REPORTS TO:

Works under the direction and supervision of the Director – Facility Services

SUMMARY:

Reporting to the Director – Facility Services, this position plays a critical role in the organization and day-to-day operations of the Education Services Centre, and performs a variety of secretarial and administrative support tasks for the Facility Services Department.

RESPONSIBILITIES AND DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Primarily responsible to the Director – Facility Services, relieving him/her of basic organizational tasks
- Provides a range of support including materials preparation, organization and scheduling of meetings, booking meeting rooms, preparing agendas, and recording minutes
- Acts as the initial contact person for the Facility Services department and answers telephone and/or e-mail or other inquiries related to general information, policies/ procedures in a prompt and professional manner
- Dispatches appropriate personnel for emergency maintenance requirements
- Compile, maintain and process all incoming Facility Services correspondence
- Facilitates the preparation of construction and custodial contracts
- Maintains VFA Financial Management System – Alberta Infrastructure
- Tracks and balances IMR spending
- Data entry and maintenance as required with respect to Facility Services administrative duties
- Review employee timesheets for accuracy prior to Director's approval
- Processes a variety of materials such as routine correspondence, reports, forms and contracts
- Organizes and prepares requests for information for the review and release
- Orders resources and supplies
- Trouble-shoots in the office related to office equipment and routines
- Maintains confidentiality of sensitive information
- Maintains calendars and diaries to ensure that dates and deadlines are not overlooked and/or missed
- Retrieves information, data as required
- Assists with and/or organizes events/activities
- Coordinates executive travel and related travel needs
- Provides administrative support to other leadership positions as required
- Performs other assigned duties that are within the area of knowledge and skills required by the job description

QUALIFICATIONS:

- Completion of a grade 12 diploma, or equivalent with 3 to 5 years previous success in a similar office setting. Additional education/training is desired and may be required
- Completion of a recognized secretarial training or equivalent experience
- Advanced knowledge of basic office routines and equipment
- Must demonstrate competency in MS Word, MS Excel, Adobe Acrobat Pro, and MS Outlook.
- Proven ability to manage workload with limited structure and/or supervision
- Ability to manage multiple assignments
- Able to maintain a high level of confidentiality
- Ability to effectively communicate orally and in writing utilizing tact and discretion
- Must be able to work with constant interruptions
- Must be able to work with minimal supervision and as a team player
- Physical ability to perform the required duties

TITLE: Executive Secretary – Learning Services

REPORTS TO:

Works under the direction and supervision of the Assistant Superintendent – Learning Services

SUMMARY:

Reporting to the Assistant Superintendent – Learning Services, this position plays a critical role in the organization and day-to-day operations of the Education Services Centre, and performs a variety of secretarial and administrative support tasks for the Learning Services Department.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Primarily responsible to the Assistant Superintendent – Learning Services, relieving him/her of basic organizational tasks
- Provides a range of support including materials preparation, organization and scheduling of meetings, booking meeting rooms, preparing agendas, and recording minutes
- Act as the initial contact person for the Learning Services department and answers telephone and/or e-mail or other inquiries related to general information, policies/procedures in a prompt and professional manner
- Compile, maintain and process all incoming Learning Services correspondence
- Data entry and maintenance as required with respect to Learning Services administrative duties
- Processes a variety of materials such as routine correspondence, reports, forms and contracts
- Oversee International Travel application forms to ensure all legal documentation and travel documents meet division Administrative Procedure or policy standards
- Works with outside vendors to deliver/offer programs throughout the division
- Orders resources and supplies
- Trouble-shoots in the office related to office equipment and routines
- Maintains confidentiality of sensitive information
- Assists with the dispatch of emergent or high priority correspondence to schools, and Alberta Education
- Application of Extranet – Alberta Education (AERR PAT/DIP Information System)
- Maintains calendars and diaries to ensure that dates and deadlines are not overlooked and/or missed
- Retrieves information, data as required
- Assists with and/or organizes events/activities
- Coordinates executive travel and related travel needs
- Provides administrative support to other leadership positions as required
- Performs other assigned duties that are within the area of knowledge and skills required by the job description

QUALIFICATIONS:

- Completion of a grade 12 diploma, or equivalent with 3 to 5 years previous success in a similar office setting. Additional education/training is desired and may be required
- Completion of a recognized secretarial training or equivalent experience
- Advanced knowledge of basic office routines and equipment
- Computer literate with sound working knowledge of e-mail and internet
- Proven ability to manage workload with limited structure and/or supervision
- Ability to manage multiple assignments
- Able to maintain a high level of confidentiality
- Ability to effectively communicate orally and in writing utilizing tact and discretion
- Must be able to work with constant interruptions
- Must be able to work with minimal supervision and as a team player
- Physical ability to perform the required duties