

- Co-ordinate the administration of employee files.
- Track all employee leave days.
- Administer the employee benefit plan.
- Liaise with the human resources department in regards to staff and contact changes.
- Assist in budget preparation.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned by the **Assistant Secretary Treasurer**.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Payroll Clerk is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - A Payroll Clerk is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - The Payroll Clerk position is part of a Department that deals with Human Resource information. The interaction between these employees is extensive and occurs constantly. The Payroll Clerk must be able to work as part of the team that contributes to the goals of the Department.
- Responsibility for Quality of Assigned Work
 - The employee is responsible for the quality of the assigned work. The timely and accurate processing of payroll and related information is vital.

New appointees will undergo a ten (10) months probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: January 24, 2008.