

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

District Secretary

SUMMARY

Under the direction of District Executive and Management staff, performs office administrative duties to support District Learning Services and Facilities programs.

DUTIES

- Works cooperatively with all members of the department, assisting as necessary to ensure balanced workloads
- Provides general clerical assistance to members of the District's Management Team and other District Staff
- Answers, screens and refers inquiries or takes messages by telephone or in person and consults with district staff, other professionals and outside agencies as appropriate
- Communicates and liaises with outside agencies, organizations and other related professionals
- Evaluates situations (eg. involving other staff, students, parents, the public, police/fire/ambulance) for the purpose of taking appropriate action and/or referring to appropriate staff for resolution
- Greets public, parents, students, vendors, outside agencies etc. for the purpose of responding to their inquiries and/or referring to appropriate staff for resolution
- Schedules appointments, manages electronic calendars and makes arrangements for travel and special events
- Collects, enters and verifies all absence management and payroll data (Indigenous EA's, Teachers and Contractors) and prepares reports
- Establishes priorities in an office environment with frequent interruptions
- Designs and produces complex documents (e.g. newsletters, posters, flyers, brochures, handbooks, presentations, etc. confidential reports and correspondence)
- Reviews, extracts and collates information for correspondence, reports and other documents
- Composes complex correspondence, reports, forms, newsletters and emails (eg. BCTEA Reports, BCTEA Tracking, WSB Reports, 1701 reports and Nominal Roll)
- Updates District email repository with appropriate departmental information, forms, etc.
- Files confidential correspondence and reports
- Types complex documents, confidential reports and correspondence
- Orders and receives materials (e.g. learning resources, test materials, office supplies, and maintains inventory of equipment and supplies)
- Processes and prepares for processing, staff MasterCard invoices, cheque requests, invoices, etc.
- Prepares and checks purchase orders, cheque requests, codes invoices, employee time sheets
- Administers and monitors program/department budget allocations
- Processes and maintains Purchasing Card transactions, codes employee statements online and submits completed statements and receipts to Finance in accordance with guidelines and communicates budget information
- Participates in initiatives to improve departmental systems, processes, procedures and workflow

Learning Services

- Collects information and statistics on students and programs; sets-up and updates student files, maintains student tracking information, etc.
 - Collates information received from schools for District Screening and ensures packages are accurate and complete
 - Collects and maintains student data for Ministry reporting/funding requirements.
 - Enters all MyEd BC student designations resulting from District Screening
 - Provides records management which includes the preparation and tracking of confidential and technical information to maintain accurate and current organizational data
 - Assists with preparing for workshops and meetings; including scheduling and distributing the agendas, preparing materials and preparing meeting minutes
 - Receives, updates, maintains, archives and destroys (when appropriate) confidential student red file information
 - Registers students and enters attendance in MyEd BC for District Strong Start Programs
 - Maintains support staff schedules
 - Coordinates, tracks and assists in the processing and orientation of new hires
 - Coordinates, collects, checks, verifies and corrects all Indigenous Education Assistant payroll data and forwards to supervisor for approval.
 - Receives, checks, forwards and tracks contracts and grants
- * Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
 - Certificate in Office Administration
 - Working knowledge of student information systems (e.g. MyEd BC)
 - Demonstrated book-keeping knowledge
 - Working knowledge of Accounting and Attendance Management systems
 - Demonstrated ability to compose effective business correspondence in an efficient manner
 - Three years related experience
 - Valid B.C. Class 5 Driver's License
 - Minimum word processing speed 60 W.P.M.
- * Or an equivalent combination of training and experience

DESIRABLE SKILLS

- Basic knowledge of District Policies, Procedures and Regulations
- Basic knowledge of Medical Terminology
- Demonstrated effective interpersonal and communication skills
- Demonstrated ability to use conflict resolution strategies in order to maintain a positive, productive and professional approach at all times

DATE

April 2022

October 2015