**Job No. 11**

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

# JOB DESCRIPTION

**CLASSIFICATION**
Clerical

**POSITION**
Distance Education Elementary Secretary

## SUMMARY

Under direction of the School Administrator, provides front-office reception services and performs secretarial and accounting duties and manages office operations at the SIDES Beaver Lake Elementary site.

## DUTIES

- Establishes and coordinates office procedures for the SIDES Beaver Lake ~~Elementary~~ office
- Addresses parent/student issues as they arise in consultation with the School Administrator and teachers
- Registers, updates and changes student information in the Student Information System and communicates with schools and other districts regarding student registrations, withdrawals and invoicing for course materials
- Manages accounting for Support for Early Learning subsidy (Kindergarten to Grade 9)
- Checks purchase orders, prepares cheque requests and codes invoices for payment
- Updates information and statistics on students, sets up and maintains student files and updates Permanent Record Cards
- Keeps accurate enrolment numbers and reports to School Administrator
- Enters and verifies marks, grades and course completions for Elementary and middle students
- Orders office supplies and places service calls for office equipment maintenance
- Uses school-based software to generate documents, reports and correspondence (some confidential)
- Answers, screens and refers inquiries or takes messages by telephone and in person
- Receives, sends and distributes mail
- Attends clerical, elementary and full-staff meetings
- Coordinates meeting space for third party contractors (i.e. Therapy teams, Island Health, Artona etc).
- Receives and processes student file requests
- Receives and processes requests for proof of residency / schooling

** 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 a school-based student information system
- Four years' related experience
- Minimum word processing speed 50 W.P.M.
- Working knowledge of Microsoft Office Programs including Outlook, Word, Excel.

** Or an equivalent combination of training and experience.*

**DESIRABLE SKILLS**

- Knowledge of Distance Education procedures
- Experience using Student Information Systems

**DATE**

September 2026