

Job Posting: Posting Detail

Posting: C2425/218 **Description:** School Secretary
Start Date: May 12, 2025 **End Date:** July 4, 2025
Posting Date: May 1, 2025 **Closing Date:** May 7, 2025 – 4:00pm

Location	Position	Assignment Type	Hours
Prospect Lake	School Secretary	Temporary	35

Current Shift: 8:00am- 3:30pm Monday to Friday

(Includes 1/2 hour unpaid lunch) 10 months per year while regular classes are in session

Pay Rate: \$29.24 (any continuing employee awarded a temporary position will receive the continuing rate of pay for the position)

End Date: July 4, 2025

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

School Secretary

SUMMARY

Under direction of the School Administrator, performs secretarial and accounting duties and manages office operations in the school.

DUTIES

Communication

- Establishes and maintains effective and efficient communication networks within and between schools, the Board Office, parents, community and government agencies
- Maintains the confidentiality of all student/parent/employee discussions and correspondence
- Problem solves routine parent/student and employee issues as they arise and consults with administration
- Registers and welcomes new students and families to the school including requesting records from previous schools
- Withdraws and completes discharge process for departing students including forwarding of records and filling out of Permanent Record Cards
- Makes announcements to staff, students and parents using the PA system
- Provides information related to school and school district procedures, policies and guidelines related to student activities.
- Liaises with VIHA staff and ensures students with medical alerts and related correspondence (e.g. Anaphylaxis/Diabetes Action Plans) is up to date and lists are published
- Liaises with VIHA staff to co-ordinate and organize student immunizations
- Reviews/consolidates and monitors chronic and critical health care information with the Public Health Nurse and communicates as appropriate with school staff and/or parents
- Answers, screens and refers inquiries and when necessary seeks and confirms resolution
- Maintains communication with outside agencies on a variety of issues (some extremely sensitive)

Office Operations – General

- Oversees and supervises overall office operations for all staff in the office

- Monitors compliance at the worksite of student custodial issues and restraining orders
- Provides assistance and support to other members of staff
- Provides recommendations on office administration and school policies and procedures
- Trains, supervises and provides orientation to employees, volunteers and students
- Coordinates the orientation of new staff members and establishes access and account information for new staff to the school district email system, student information system, etc.
- Maintains log of classroom key distribution and school access swipe cards for staff
- Maintains log of incoming and outgoing students and their respective classes
- Maintains field trip logs including costs associated with field trips
- Arranges appointments, meetings, prepares and circulates agendas, records minutes, co-ordinates office calendar for school events, maintains calendar for the Administrator
- Schedules parent-teacher interviews
- Dispenses authorized medication and administers emergency first aid to students
- Coordinates and maintains the yearly school inventory
- Collaborates and works cooperatively with PAC on matters related to fundraising
- Generates work orders for maintenance staff
- Coordinates the use and completion of WSBC and other SD63 OHS related forms for students and staff
- Ensures vacant positions are temporarily filled as needed
- Participates as a member of the Critical Incident Response Team
- Produces and distributes school newsletters

Office Operations – Accounting

- Monitors school budget and account information for public and non-public funds
- Monitors and reconciles MasterCard accounts for the school
- Prepares and deposits funds, forwards information to the Board Office
- Coordinates the purchase and maintenance of equipment, software, hardware and supplies
- Maintains and controls a petty cash fund

Office Operations – Staff

- Oversees the school attendance records
- Reviews staff absence entries for accuracy prior to authorizing at week's end
- Enters and documents employee changes (absences, new hires, assignment changes)
- Troubleshoots initial payroll issues/questions for employees at the school

Office Operations – Technical

- Maintains and updates student data for Ministry reporting/funding requirements
- Liaises with District Placement Office regarding student enrolment numbers
- Coordinates and administers information and statistics on students and programs, compiles and updates students' files, maintains students' tracking information (including international students)
- Prepares complex documents, reports and confidential correspondence and composes documents as needed
- Supports and assists staff in the use of office software including word processing, spreadsheet, desktop publishing and school-based student information systems
- Provides in-service, troubleshoots problems and arranges for repair on office equipment
- Updates school website and oversees school website, ensuring all information is current and accurate

** 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
- Four years' related experience
- Demonstrated advanced book-keeping knowledge
- Working knowledge of school-based student information systems
- Working knowledge of Accounting and Attendance Management systems
- Demonstrated ability to compose effective business correspondence in an efficient manner
- Demonstrated ability to multi-task and work in an office environment with regular interruptions and tight time pressures
- Valid B.C. Class 5 Driver's License

* *Or an equivalent combination of training and experience*

DESIRABLE SKILLS

- Knowledge of District policies and procedures
- Working knowledge of Linux operating systems
- Working knowledge of open source word processing software (e.g. LibreOffice)

DATE

February 2014