



SCHOOL DISTRICT 63 (SAANICH)
 2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
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Job Posting: Posting Detail

Posting: C2425/222 **Description:** District Secretary
Start Date: June 16, 2025 **End Date:**
Posting Date: May 8, 2025 **Closing Date:** May 14, 2025 – 4:00pm

Location	Position	Assignment Type	Hours
Maintenance Office	District Secretary	Continuing	35

Current Shift: 8:00am to 3:30pm Monday to Friday *to July 18, 2025*
 8:00am to 3:41pm Monday to Friday *starting September 2, 2025*

(Includes 1/2 hour unpaid lunch) 11 months per year

Eleven months per year with no work during the last two weeks of July and first two weeks of August.

Schedule starting September 2, 2025, includes additional minutes per day which staff are expected to work daily in lieu of the spring break closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding -Spring Closure Week.

Pay Rate: \$29.51

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