SAANICH SCHOOLS
SCHOOL DISTRICT 63 (SAANICH)
2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

Job Posting: Posting Detail

Posting: C2627/173 **Description:** Distance Education Secretary
Start Date: Nov 16, 2026 **End Date:**
Posting Date: Nov 5, 2026 **Closing Date:** Nov 11, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
SIDES	Distance Education Secretary	Continuing	35

Location: Royal Oak campus

Current Shift: 8:00am- 3:41pm Monday to Friday

(Includes 1/2 hour unpaid lunch) 12 months per year

Additional minutes per day are included in the 'Current Shift' schedule above, 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: $29.98

JOB DESCRIPTION

CLASSIFICATION
Clerical

POSITION
Distance Education Secretary

SUMMARY
Under limited direction of the School Administrator or Administrative Assistant, provides office administrative support for one or more school departments.

DUTIES

- Completes registration processes/creates accounts for courses (e.g. Mathhelp) where content is accessed through an external site.
- Liaises with District IT support (heat tickets and emails) to resolve technical issues for students, teachers, counsellors and staff.
- Liaises with the Ministry of Education to provide summer reporting final grades, TRAX submission, grade correction.
- Coordinates sending, receiving and distribution of internal and external mail processes.
- Maintains the events calendar "to include booking rooms within the building as requested by staff".
- Adaptations of grade submission process to accommodate larger numbers of students
- Liaises with public and private post-secondary institutions (counsellors, teachers, office staff) clarifying student status, course registration.
- Provides documentation to legal offices for educational verification
- Generates reports, assists with data collection and completes letters.
- Manages student information and course resources, maintains electronic and physical files, scans and copies materials and documents, and processes student resource requests.
- Submits reports to institutions and students on withdrawal processes using the School and Ministry databases.

- Receives inquiries in person, by telephone and email; processes resource pick-ups, deposits and returns and books appointments.
- Coordinates tests, both in-house and for other institutions and provides support for provincial exams.
- Coordinates school billing (tuition for courses, etc.).
- Coordinates payment processes (e.g. student deposits/tuition, banking reports, petty cash requests, etc.).
- Provides administrative support:
    - Assists administrators, counsellors and teachers with clerical support as required, including letters, filing, course development support, etc.
    - Maintains handbooks
    - Creates contact lists
    - Creates master forms
    - Maintains the events calendars
    - Assists in production of course development resources
    - Assists counsellors with grad checks and student learning plans
    - Assists with photocopier maintenance, including contacting the supplier
- Attends on-site clerical and other staff meetings as required and records minutes.

* *Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12 education
- Office Administration Certificate
- Two years of related experience
- Minimum word processing speed 50 W.P.M.
- Working knowledge of general office procedures
- Working knowledge of the BC Graduation Requirements
- Working knowledge of Ministry requirements for 1701 and SADE data collection and school/district/ministry reporting procedures
- Working knowledge of electronic information systems (Student Information Systems and DL Learning Management Systems)
- Working knowledge of hardware/software required for school information and reporting processes

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Knowledge of Distance Education procedures
- Demonstrated effective communication skills

DATE

April 2023