

**School District No. 53 (Okanagan Similkameen)  
Job Description**

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**JOB TITLE:** SCHOOL SECRETARY (CAREER PREP)

**JOB NO:** 204

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, and the guidance of the career prep teacher, the school secretary (career prep) provides administrative support for the Career Prep program.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. respond to enquiries and take/relay messages;
2. assist students in accessing resources;
3. contact businesses for placement scheduling;
4. operate office equipment and software to create/maintain correspondence, spreadsheets, databases, and reports;
5. prepare, process, file and maintain correspondence, records, reports, minutes and forms;
6. maintain a library of career catalogues, magazines and information;
7. send, receive, sort and distribute mail;
8. administer minor first aid and advise parents of injury or illness;
9. keep current by participating in job-related training and staff development;
10. communicate positively and effectively, and interact as a collaborative and consultative team member;
11. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
12. maintain confidentiality; and
13. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. grade 12 including relevant courses in computer software;
2. six months relevant office experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 60 wpm;
4. demonstrated knowledge of software including word processing, spreadsheets and databases;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.