

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

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**JOB TITLE:** SCHOOL SECRETARY (CONTINUING EDUCATION)

**JOB NUMBER:** 205

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, the school secretary (continuing education) provides administrative support for the effective and efficient operation of the school office.

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

1. respond to enquiries and take/relay messages;
2. assist students with registration and orientation;
3. maintain resource materials and assist with access to resources;
4. operate office equipment and software to access the computerized learning system, and to create/maintain correspondence, spreadsheets, databases, and reports;
5. prepare, process, file and maintain correspondence, records, reports, minutes, forms, and promotional material;
6. create, monitor, maintain and store student records;
7. monitor and maintain financial records;
8. send, receive, sort and distribute mail;
9. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
10. keep current by participating in job-related training and staff development;
11. communicate positively and effectively, and interact as a collaborative and consultative team member;
12. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
13. maintain confidentiality; and
14. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. grade 12 plus six months of post-secondary secretarial education including accounting and BCeSIS levels 1 and 2, and relevant courses in computer software and office procedures;
2. one year relevant office experience, obtained within in the last three years, including accounting and secondary school BCeSIS scheduling;
3. demonstrated ability to keyboard accurately at 60 wpm;
4. demonstrated knowledge of accounting principles and procedures, and 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.

Rev July 2, 2010

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Note: Clear criminal record checks are required prior to employment with the district.