

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: District Administrative Secretary (Student Support Services)

JOB NUMBER: 247

RESPONSIBLE TO: District Principal of Student Support Services

JOB SUMMARY: Under the supervision of the principal, the district administrative secretary provides administrative support for the effective and efficient operation of the student support services department.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. respond to enquiries from students, parents, staff, agencies and the community and take/relay messages;
2. prepare, maintain and distribute agendas, reports and itinerant schedules for student programs;
3. operate office equipment and software to create/maintain correspondence, spreadsheets, presentations, databases, and reports;
4. prepare, process, file and maintain correspondence, records, reports, minutes and forms and compile supporting documents;
5. create, monitor, maintain and store student records including data entry for Level B Assessments, 1701 annual and mid-year Ministry reports, and staffing reports;
6. process student referrals from schools, doctors, psychiatrists and other outside agencies;
7. monitor and maintain financial records including budget, petty cash and reconciliations of accounts;
8. coordinate and organize meetings, workshops, in-service and special events for staff and outside agencies;
9. monitor and maintain department inventory and place/receive/verify supplies and equipment orders;
10. maintain resource material and lending library;
11. send, receive, sort and distribute mail;
12. keep current by participating in job-related training and staff development;
13. communicate positively and effectively, and interact as a collaborative and consultative team member;
14. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
15. maintain confidentiality; and
16. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months of post-secondary secretarial education including accounting and relevant courses in computer technology;
2. three years relevant office experience including one year working as an administrative secretary in a school office to experience attendance, bookkeeping, 1701 preparation and MyEducationBC;
3. demonstrated ability to keyboard accurately at 55 wpm;
4. demonstrated knowledge of accounting principles and procedures, and software including word processing, spreadsheets, PowerPoint, 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 2015

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