

**SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)**

**POSITION VACANCY**

**May 5, 2026**

**POSTING NO. C15-2026/27**

**ADMINISTRATIVE SECRETARY (SECONDARY)**  
(District Level 1 MyEdBC Orientation and Training Required, and  
Secondary School Administrative Secretary Experience Required)  
5 hours per week – regular

Commencing September 8, 2026  
On days when school is in session

**LOCATION:** District

**CLOSING DATE:** May 12, 2026 at 1:00 pm

It is the **responsibility of the applicant** to ensure their application is received at the School Board Office by the closing date.

**WAGE:** Job 212 - pay grade J per Collective Agreement

**DUTIES AND  
REQUIRED QUALIFICATIONS:** Per attached job description

Please forward application to [employment@sd53.bc.ca](mailto:employment@sd53.bc.ca) OR fax 250-498-4070

INTERNAL APPLICANTS: If applying for a position different from the one you currently hold include information to demonstrate how your skills/education/experience correspond to the job description qualifications and provide relevant documentation.

EXTERNAL APPLICANTS: Information can be found at <https://www.sd53.bc.ca/apps/pages/ApplicationGuidelines>

Distribution: all sites (for **immediate** posting) and CUPE Local 523

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

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**JOB TITLE:** ADMINISTRATIVE SECRETARY (SECONDARY)

**JOB NUMBER:** 212

**RESPONSIBLE TO:** Principal or Designate

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

**JOB DUTIES AND RESPONSIBILITIES:**

1. respond to enquiries and take/relay messages;
2. operate office equipment and software to create/maintain correspondence, spreadsheets, databases, and reports;
3. prepare, process, file and maintain correspondence, records, reports, minutes and forms;
4. create, monitor, maintain and store student records;
5. may be required to dispatch and maintain documentation of replacement staff;
6. send, receive, sort and distribute mail;
7. administer minor first aid and advise parents of injury or illness;
8. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
9. participate 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 plus completion of approved administrative assistant certificate including relevant computer courses;
2. two years relevant office experience, obtained within the last three years, including MyEducationBC and one year in a school office;
3. demonstrated ability to keyboard accurately at 55 wpm;
4. demonstrated knowledge of software including word processing, spreadsheets and databases;
5. demonstrated ability to supervise staff;
6. ability to take direction from supervisor(s) and work as part of a team;
7. effective communication skills in verbal, written and electronic format;
8. strong problem-solving and organizational skills; and
9. physical ability to perform all aspects of the position.

Rev October 24, 2024

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