

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

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**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. participate 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 administrative assistant certificate including accounting and relevant computer courses;
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. ability to take direction from the supervisor and 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 23, 2020

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