

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

**POSITION VACANCY**

**May 5, 2026**

**POSTING NO. C03-2026/27**

**SCHOOL SECRETARY (CAREER PREP)** – 10 hours per week – regular  
**STUDENT SUPERVISOR (SOSS)** – 16.5 hours per week - regular

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

**LOCATION:**

Southern Okanagan Secondary School

**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 204 - pay grade D per Collective Agreement  
Job 117 – pay grade A per Collective Agreement

**DUTIES AND  
REQUIRED QUALIFICATIONS:**

Per attached job descriptions

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:** 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. 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 including relevant computer courses;
2. six months relevant office experience obtained within the last two years;
3. demonstrated ability to keyboard accurately at 55 wpm;
4. demonstrated knowledge of software including word processing, spreadsheets 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.

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

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**JOB TITLE:**                **STUDENT SUPERVISOR (SOSS)**

**JOB NUMBER:**            117

**RESPONSIBLE TO:**      Principal or Designate

**JOB SUMMARY:**        Under the supervision of the principal or designate, the student supervisor monitors students in the supervision room.

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

1. supervise students, identify issues of concern and, depending on severity, either resolve or report to principal;
2. distribute and collect student work;
3. maintain associated records;
4. participate in job-related training and staff development;
5. communicate positively and effectively, and interact as a collaborative and consultative team member;
6. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
7. maintain confidentiality; and
8. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. three months' experience working with children in a structured program or school setting;
2. ability to take direction from the supervisor and work as part of a team;
3. effective communication skills in verbal, written and electronic format;
4. strong problem-solving and organizational skills; and
5. physical ability to perform all aspects of the position.

Rev July 22, 2020

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