



Okanagan Similkameen School District No. 53 Job Description

JOB TITLE: ADMINISTRATIVE SECRETARY (YouLearn.ca)

JOB NUMBER: 205B

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the administrative secretary (YouLearn.ca) 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. 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. support coordination of student work;
7. create, monitor, maintain and store student records;
8. may be required to monitor and maintain financial records and issue cheques;
9. may be required to dispatch and maintain documentation of replacement staff;
10. send, receive, sort and distribute mail;
11. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
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. one year relevant secondary school office experience, obtained within the last three years, including bookkeeping 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, and databases;
5. ability to take direction from supervisor(s) 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

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