

School District No. 53 (Okanagan Similkameen)
Job Description

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.