

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POSITION VACANCY

April 14, 2026

POSTING NO. C89-2025/26

SCHOOL SECRETARY/CAREER PREP	- 5 hours per week - regular
SCHOOL SECRETARY RECEPTIONIST	- 10 hours per week - regular
LIBRARY ASSISTANT	- 10 hours per week - regular
FOOD SERVICES ATTENDANT	- 10 hours per week - regular

Commencing May 4, 2026
10 months per year on days when school is in session

LOCATION: Osoyoos Secondary School

CLOSING DATE: April 21, 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 201A	- pay grade D per Collective Agreement
Job 111	- pay grade B per Collective Agreement
Job 109C	- pay grade E per Collective Agreement

DUTIES AND REQUIRED QUALIFICATIONS: Per attached job descriptions

Please forward application to 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

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

JOB TITLE: SCHOOL SECRETARY RECEPTIONIST

JOB NO: 201A

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, and the guidance of the administrative secretary, the school secretary receptionist greets callers and visitors, and performs clerical tasks.

ILLUSTRATIVE EXAMPLES OF 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. may be required to monitor/maintain financial records including trust funds, petty cash, accounts receivable, bank deposits and reconciliations;
5. send, receive, sort and distribute mail;
6. administer minor first aid and advise parents of injury or illness;
7. participate in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
10. maintain confidentiality; and
11. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 including accounting and relevant computer courses;
2. one year relevant office experience, obtained within the last three years, including bookkeeping;
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 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

JOB TITLE: LIBRARY ASSISTANT

JOB NUMBER: 111

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, and the guidance of the teacher librarian or classroom teacher(s), the library assistant supports the day-to-day operation of the library.

JOB DUTIES AND RESPONSIBILITIES:

1. assist students and staff in locating and selecting resources;
2. sign resource material in/out and receive/receipt overdue charges;
3. take inventory, place orders and receive/verify shipments and invoices;
4. general clerical duties including preparing, processing, organizing, filing and maintaining library resources and school documents;
5. supervise students, identify issues of concern and, depending on severity, either resolve or report to principal;
6. participate in job-related training and staff development;
7. communicate positively and effectively, and interact as a collaborative and consultative team member;
8. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
9. maintain confidentiality; and
10. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 including relevant computer courses;
2. six months' experience working with children in a structured program or school setting;
3. demonstrated ability to keyboard accurately at 45 wpm;
4. demonstrated knowledge of software including word processing 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 April 29, 2025

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

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: FOOD SERVICES ATTENDANT

JOB NUMBER: 109C

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the food services attendant assists with the operation of the school meals program.

JOB DUTIES AND RESPONSIBILITIES:

1. prepare and serve a variety of hot and/or cold foods to students in accordance with health regulations;
2. plan daily menus, order and purchase, receive and store food and supplies, maintain and rotate inventory;
3. maintain records, forms and documents, verify invoices and receipt of goods;
4. may operate cash register and count/balance cash;
5. operate domestic equipment necessary for food preparation, maintain a clean work area by washing and cleaning kitchen area, supplies and equipment;
6. keep current by participating in job-related training and staff development;
7. communicate positively and effectively, and interact as a collaborative and consultative team member;
8. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, health and nutrition guidelines, and Food Safe procedures;
9. maintain confidentiality; and
10. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus six months' experience working with children in a structured program or school setting;
2. FOODSAFE level 1 certificate;
3. ability to organize a domestic kitchen and feed students following health & nutrition guidelines;
4. ability to take direction from supervisor(s) and to work as part of a team;
5. effective communication skills in verbal, written and electronic format;
6. strong problem-solving and organizational skills; and
7. physical ability to perform all aspects of the position.

Rev April 29, 2025

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