

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: ADMINISTRATIVE SECRETARY (SECONDARY)

JOB NUMBER: 212

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, the administrative secretary (secondary) 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. 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. create, monitor, maintain and store student records;
5. may be required to dispatch and maintain documentation of replacement staff;
6. send, receive, sort and distribute mail;
7. administer minor first aid and advise parents of injury or illness;
8. monitor/maintain inventory and place/receive/verify supplies and equipment orders;
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 plus completion of approved administrative assistant certificate including relevant computer courses;
2. two years relevant office experience, obtained within the last three years, including MyEducationBC and one year in a school office;
3. demonstrated ability to keyboard accurately at 55 wpm;
4. demonstrated knowledge of software including word processing, spreadsheets and databases;
5. demonstrated ability to supervise staff;
6. ability to take direction from supervisor(s) and work as part of a team;
7. effective communication skills in verbal, written and electronic format;
8. strong problem-solving and organizational skills; and
9. physical ability to perform all aspects of the position.

Rev October 24, 2024

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