

School District No. 53 (Okanagan Similkameen)
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.

ILLUSTRATIVE EXAMPLES OF 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 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.

Rev July 23, 2020

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