

School District #64 (Gulf Islands)
Job Description
School Secretary

SUMMARY

Under direction, performs secretarial and bookkeeping duties, and information management in a school. Prepares and produces reports using office, accounting, student information management, and library computer programs.

DUTIES

Under direction:

- Manages the accounting for the flexible budget, including petty cash
- Manages the accounting for school-generated funds
- Prepares monthly reports and summaries
- Prepares Ministry of Education statistical reports
- Enrolls new students; sets up and updates student files; produces related reports
- Maintains, verifies and monitors student attendance records; produces related reports
- Takes and forwards messages; screens, refers and answers inquiries.
- Composes and prepares routine correspondence; signs when authorized
- Orders, receives, distributes, and inventories school resources
- Distributes intra/interschool and postal mail
- Operates office equipment, and monitors operation and serviceability
- Produces school newsletters
- Books school facilities and invoices as required.
- Inputs data and formats complex documents and reports from copy
- Performs library clerical tasks
- Performs other assigned comparable duties, which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Word processing speed of 60-80 wpm
- Certificate in Office Administration
- Working knowledge of office, accounting, student information management and library programs
- 2 years experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team
- Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to the school principal

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:

Rod Scotvold
Secretary Treasurer

February 12, 2009

On behalf of:
CUPE Local 788

Original signed by:

Mike Bath
President

February 12, 2009

CLASSIFICATION: Clerical IV

JEC approved date: February 3, 2009