

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

SUMMARY

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

DUTIES

Under direction:

- Manages the accounting for the flexible budget and petty cash funds
- Manages the accounting for the 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
- Creates complex documents and reports
- Arranges meetings, prepares and circulates agendas, records minutes
- Supervises assistant(s)
- Supports school administration to implement procedures as outlined in the Handbook of Procedures for the Graduation Program and related Ministry documents
- 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.
- Certificates in Office Administration and Business Management
- Working knowledge of office, accounting, and student information management programs.
- Five years experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team
- Or equivalent combination of training and experience

RELATIONSHIPS

- Responsible to the school principal

APPROVED

On behalf of:

School District #64 (Gulf Islands)

On behalf of:

CUPE Local 788

Rod Scotvold
Secretary Treasurer

Mike Bath
President

Date

Date

Classification: Clerical V

JJEC approved date: February 3, 2009