

**Applicants:**

– Please do not remove this posting – ask for a copy

**SCHOOL DISTRICT No. 64 (GULF ISLANDS)**

**INTERNAL JOB POSTING**

**Position:** Executive Administrative Assistant, Clerical V  
(Continuing, Ten-Month Payscale)

**Location:** Saltspring Island Middle School

**Qualifications:** See job description attached

**Hours of Work:** Thirty-five (35) hours per week (1.0 FTE)

**Job Rate:** \$24.76

**Start Date:** January 8, 2018

**Closing Date:** 4:00 p.m., Thursday, October 12, 2017

**Apply in writing to:** Linda Underwood, Director of Instruction, Human Resources  
School Board Office  
c/o Dawne Fennell, Executive Assistant  
Email: [dfennell@sd64.bc.ca](mailto:dfennell@sd64.bc.ca)  
Fax: 250-537-4200

**Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.**

**Please indicate clearly in your cover letter the position and posting number to which you are applying.**

**This is a union position with C.U.P.E., Local 788.  
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED



Successful applicant: \_\_\_\_\_

**Please copy to:**

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

*LUnderwood*

**October 5, 2017  
(CUPE Posting No. 27) (2017/18)**

**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)

  
\_\_\_\_\_

Rod Scotvold

Secretary Treasurer

February 12, 2009  
Date

On behalf of:

CUPE Local 788

  
\_\_\_\_\_

Mike Bath

President

February 12, 2009  
Date

**Classification: Clerical V**

JJEC approved date: February 3, 2009