

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: Gulf Islands Secondary School

Qualifications: See job description attached

Hours of Work: Thirty (30) working hours per week (0.9086 FTE)

Job Rate: \$24.76

Start Date: January 8, 2018

Closing Date: 4:00 p.m., Monday, October 23, 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
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

L Underwood

**October 17, 2017
(CUPE Posting No. 30) (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)

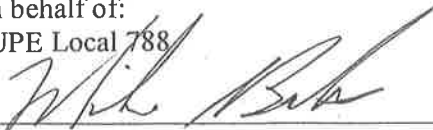


Rod Scotvold
Secretary Treasurer

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