

Applicants: – Please do not remove this posting – **ask for a copy**

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Central Dispatch, Clerical V
(Continuing, Ten-Month)

Location: School Board Office

Qualifications: See job description attached

Hours of Work: Twenty (20) working hours per week (0.6057 FTE)
Schedule to be determined in consultation with Supervisor.
6:15 a.m. start time

Job Rate: \$25.13

Start Date: September 4, 2018

Closing Date: 4:00 p.m., Wednesday, June 13, 2018

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

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

**June 6, 2018
(CUPE Posting No. 03) (2018/19)**

SCHOOL DISTRICT #64 (Gulf Islands)

**Job Description
Central Dispatch**

SUMMARY

Under direction, administers the Central Dispatch attendance management module to ensure timely placement of on-call employees. Maintains employee absence and availability records.

DUTIES

- Dispatches sub/casual and TTOC employees
- Receives and processes leaves of absence, confidential medical documentation
- Maintains lists of on-call employees
- Inputs absence and supplemental data, checks for proper authorization and coding
- Calculates sub/casual and TTOC time for payroll purposes
- Collects employee schedules for replacement purposes
- Determines ongoing availability of sub/casual and TTOC employees
- Processes TTOC preference lists
- Maintains sub/casual rotation for call out
- Books busses and drivers for field trips
- Composes and prepares routine correspondence; signs when authorized
- Processes Boarding & Transportation Assistance
- Answers, screens and refers inquiries; takes messages by telephone and in person
- Takes bookings for Board room
- Receives, sends, and distributes mail
- Orders and receives materials and office supplies
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Certificates in Office Administration and Business Management
- Keyboarding speed of 60 - 80 w.p.m.
- Demonstrated ability to use HR software (personnel and attendance management modules), database and spreadsheet programs
- Three 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 Director of Instruction, Human Resources

APPROVED

On behalf of:

School District #64 (Gulf Islands)

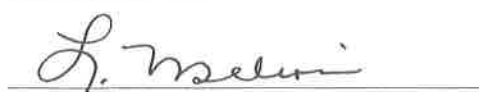


Rod Spotvold
Secretary Treasurer

Oct 23, 2013
Date

On behalf of:

CUPE Local 788



Larry Melious
President

November 8, 2013
Date

Classification: Clerical V

JJEC approved date: May 23, 2013