

Applicants:

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

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Administrative Assistant, Clerical IV
(Continuing, Ten-month payscale)

Location: Saltspring Island Middle School

Qualifications: See job description attached

Hours of Work: Twenty (20) hours per week (.5714 FTE). Schedule to be determined in consultation with Principal.

Job Rate: \$23.83

Start Date: September 4, 2018

Closing Date: 4:00 p.m., Monday, June 18, 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
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

**June 11, 2018
(CUPE Posting No. 04) (2018/19)**

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

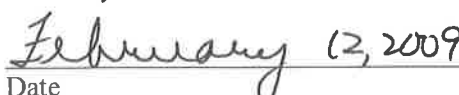
APPROVED

On behalf of:

School District #64 (Gulf Islands)



Rod Scotvold
Secretary Treasurer



Date

On behalf of:

CUPE Local 788



Mike Bath
President



Date

CLASSIFICATION: Clerical IV

JJEC approved date: February 3, 2009