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: On behalf of:
School District #64 (Gulf Islands) CUPE Local 788

Original signed by: Original signed by:
Rod Scotvold Mike Bath
Secretary Treasurer President

February 12, 2009 February 12, 2009

CLASSIFICATION: Clerical IV
JJEC approved date: February 3, 2009