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)       On behalf of:
                           CUPE Local 788

_________________________________
Rod Scotvold
Secretary Treasurer

_________________________________
Mike Bath
President

Classification: Clerical V

JJEC approved date: February 3, 2009