

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

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: School Executive Secretary, Clerk V
(Temporary, Ten-Month Payscale)

Location: Windsor House School

Qualifications: See job description attached.

Hours of Work: Thirty-five (35) hours per week (1.0 FTE)

Job Rate: \$25.23

Start Date: As soon as possible after the posting closing date

End Date: June 27, 2019 or return of the incumbent

Closing Date: 4:00 p.m., Monday, December 10, 2018

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Lori Deacon, Executive Assistant
Fax: 250-537-4200
Email: ldeacon@sd64.org

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

**December 3, 2018
(WH CUPE Posting No. 9) (2018/19)**

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)

On behalf of:
CUPE Local 788

Original signed by:

Original signed by:

Rod Scotvold
Secretary Treasurer

Mike Bath
President

February 12, 2009

February 12, 2009

Classification: Clerical V

JJEC approved date: February 3, 2009