



School District #54 (Bulkeley Valley)

JOB DESCRIPTION

CLERICAL – SECRETARY 3

Location: Secondary Schools

SUMMARY:

Reporting to the School Principal, the Secretary 3 provides confidential clerical and reception support to Administration; performs bookkeeping services; works with Administration to supervise office staff; and ensures the efficient operation of the school office. Duties will vary as specified by Administration.

DUTIES

1. Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, faxing, record keeping, expense claims, processing report cards, newsletters, permission slips, bus lists, bus requests, incident reports, maintaining an inventory of materials/supplies, sorting and distributing mail, typing routine and confidential correspondence
2. Maintains database information as required (SIS) including: student registration, permanent record cards, updating marks, attendance, special education designations, nominal roll program designations and generating reports
3. Maintains the school accounts, including the collection of cash, issuing receipts and cheques, depositing funds, month-end balancing, bank reconciliations, monthly GST summary and disbursement and reconciliation of petty cash
4. Assists Administration with allocating the yearly budget (SDS) including: processing of purchase orders, approving invoices for payment, and publication of account balances
5. Answers inquiries and provides assistance to students, teachers and the public
6. Assists in obtaining teachers on call and casual support staff workers including the maintenance of time sheets and staff absences for submission to the School Board Office
7. Assists Administration to supervise office staff and effectively evaluate, organize and schedule office staff duties
8. Ability to communicate effectively, both orally and in writing
9. Ability to be self-motivated, self-directed and flexible, with good organization and planning skills
10. Ability to work independently with constant interruptions
11. Sorts and distributes mail – may pick up or deliver to the Post Office/Board Office
12. Assists Administration and Counsellors to maintain student data and transfer of graduation credits to the Ministry of Education
13. Assists with scheduling of parent/teacher interviews and arrangements for special events, e.g. field trips, open houses, school leaving ceremonies
14. Maintains the calendar of school use by outside groups
15. Updates annual staff handbook and annual course selection guide if required
16. Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
17. Maintains the confidentiality of information seen or heard
18. Works as a team member to manage the total office workload and develop and streamline procedures
19. May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment

QUALIFICATIONS:

1. Completion of Grade 12 (Dogwood Certificate)
2. Minimum of one year current Office Administration training or equivalent combination of relevant training and experience
3. Minimum of three years current relevant office experience, preferably in a school environment
4. Demonstrated, exceptional skills and experience with communication technology, word processing (50 words per minute), database management and spreadsheet programs (e.g. Microsoft Office/SIS/SDS/e-Funds)
5. Current courses in intermediate bookkeeping/accounting
6. Supervisory training and/or experience
7. Demonstrated ability to use initiative to determine, judge and select appropriate course of action
8. Familiarity with Workers' Compensation Board (WCB) safety procedures
9. Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
10. Physical ability to perform the required duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:


CUPE Job Description Committee


CUPE Job Description Committee


Secretary Treasurer