

**SCHOOL DISTRICT #22 (Vernon)  
JOB DESCRIPTION**

**Position: Secretary C – Computerized Administration  
Job No: 206**

**POSITION SUMMARY:** Under the supervision of the principal/secretary-in-charge, the incumbent facilitates the efficient operation of the school office, maintains records on a variety of programs, performs word processing functions, prepares and collates a variety of administrative education reports, and provides general office administration assistance.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Administration of the computerized student information system.
- Provide student demographics, attendance profiles, report cards, timetables and other reports required by school district operations and the Ministry of Education.
- Process and file records.
- Communication including receiving, screening and directing phone calls and mail; communicating with staff, students and others and responding to inquiries and providing general information including responding to angry or upset staff, students and others.
- Initiate contact with parents for student absences and parent/teacher interviews.
- Perform general clerical duties including preparing a variety of materials including correspondence, reports, minutes, purchase/job orders, forms, newsletters, etc. using a variety of computer programs.
- Receive and receipt monies and prepare bank deposits.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- One year of recent successful experience in a school or district based position (or equivalent), which includes working with a student information system.
- Keyboarding 40 wpm.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proven ability to communicate effectively, both orally and in writing, with students, employees and the public.
- Proven ability to operate the school district administrative computer package.
- Ability to follow standardized procedures/instructions with minor variation in work, referring problems to supervisor.
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Ability to maintain confidentiality.

**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.**

Approved and authorized by the Secretary-Treasurer or designate:

Signature: \_\_\_\_\_  


Date: \_\_\_\_\_  
*May 12/2021*

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