

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: District Secretary – Curriculum Centre Support

Job No: 252

POSITION SUMMARY:

Under the supervision of the Director of Instruction for Student Learning the District Secretary – Curriculum Centre Support performs administrative/clerical duties, maintains records and databases and facilitates a number of special departmental activities, as well as processes and circulates resources, takes inventory and performs clerical duties related to the District Resource Centre.

POSITION DUTIES AND RESPONSIBILITIES:

Prepare a variety of materials including correspondence, assessments, reports, purchase orders, expense claim forms or newsletters using a variety of computer programs.

Maintain a variety of files and records.

Receive and verify invoices and the delivery of goods.

Assist with the organization, record keeping and coordination of a variety of special events including meetings and workshops, and maintain records.

Receive, screen, respond to and/or direct phone calls and e-mail messages.

Communicate with staff and others and respond to inquiries and provide general information.

May be required to cover receptionist.

Process and circulate resource materials including preparing resource materials for circulation, labeling, laminating, taping spines, etc.

Maintain resource database, circulate resources, check, repair and shelve returned materials and take inventory.

Assist staff and public in the location of materials.

Maintain computer programs by providing backup, database reorganization and updates.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

REQUIRED EDUCATION AND EXPERIENCE:

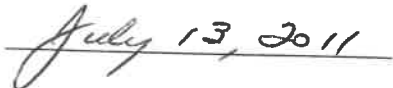
- Grade 12 plus six months post secondary in business/office administration, which includes CIMS Level 1, L4U Intermediate Level
- Twelve (12) months previous office experience, including three (3) months continuous experience as a library assistant in a school
- Keyboarding 60 wpm

KNOWLEDGE, ABILITIES AND SKILLS:

- Strong interpersonal skills and the ability to communicate effectively, both orally and in writing, with students, employees and the public
- Proven ability to operate a computer with working knowledge and experience in all aspects of MS Office
- Demonstrated ability to work with minimum supervision

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: 

Revised July 2011

APPEAL RATING SHEET

JOB TITLE: Library Asisstant

SCHOOL DISTRICT: 22

DEPARTMENT: 111

DATE: May, 1995

#	FACTOR	SUBSTANTIATING DATA	DEGREE	POINTS
1	EDUCATION	The Tech Committee has reviewed your appeal/or appeals and has found no specific job duties or requirements that would support a change in the rating of the following factors: -judgement, errors, contacts, working conditions		
2	EXPERIENCE			
3	JUDGEMENT			
4	CONSEQUENCE OF ERRORS			
5	RESP. FOR HUMAN RESOURCES			
6	CONTACTS			
7	PHYSICAL DEMAND			
8	SENSORY DEMAND			
9	WORKING CONDITIONS			
			TOTAL	POINTS
APPROVED ON BEHALF:			UNION:	EMPLOYER: