

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

Position: District Secretary Early Learning & Child Care
Job No: TBD

POSITION SUMMARY: Under the supervision of the District Principal of Early Learning & Child Care, the incumbent is responsible for providing administrative secretarial services and facilitating the efficient operation of the Early Learning & Child Care Department.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepares confidential correspondence and reports and composes memos for the District Principal.
- Prepares, processes, files, and maintains a variety of reports, correspondences, and records.
- Prepares child care registrations, monthly billing, child care staff schedules, classroom rosters, and weekly reports in child care software platform.
- Schedules appointments, travel arrangements and registrations for the District Principal.
- Monitors budgets and provides general accounting and budget records for the department.
- Completes early learning and child care reports and updates to the Ministry as required.
- Processes referrals and maintains records from child care licensing, schools, medical professionals, and outside agencies.
- Updates departmental handbooks, program brochures, forms, etc. and assembles a variety of resources.
- Assists the District Principal with organization of district-based in-services and conferences, including registration of participants booking of venues, speakers, accommodations and travel, and conference logistics.
- Submits itinerant schedules and reports and prepares expenses for District Principal's approval.
- Prepares and distributes agenda packages for meetings, under the direction of the District Principal.
- Answers inquiries by telephone or in person and responds to enquiries from students, parents, staff, agencies, and the community regarding the department, and if necessary, directs enquiry to the District Principal.
- Undertakes data searches, compiles, and checks records to provide accurate information and prepares tabulated statistical reports and summaries. (E.g., student records, files, demographics, etc.)
- Performs other related or comparable duties as assigned which are within the knowledge and skills required by the job description or are assigned.
- Dispatches casual staff in all Early Learning & Child Care programs.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus one year of a post-secondary accounting, office administration, or business management certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- Two years of recent successful experience in a school or district based secretarial position including basic bookkeeping, broad office experience, and the proven ability to operate the current school district administrative computer package and the current student information system.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to follow established procedures and policies with some moderate judgement required.
- Proven ability to communicate effectively, both orally and in writing, with staff, students and the public using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Proven organizational skills.
- Proven ability to work independently and handle inquiries with minimal direction.
- Physical capability to perform the job duties in a standard office environment.
- Maintain the confidentiality of sensitive information seen and heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval, bookkeeping, budgeting) including intermediate to advanced computer skills required to utilize word processing, spreadsheet, database, and communications software accurately and efficiently.
- Keyboarding 40 wpm.

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:

John Schum

Date:

May 23, 2023

Created May 16, 2023