

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

Position: District Secretary – International Student Program
Job No: 248

POSITION SUMMARY: Under the supervision of the District Principal or designate of the International Student Program, the incumbent is responsible for providing administrative secretarial services and facilitating the efficient operation of the International Student Program Department.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepares confidential correspondence and reports and composes memos for the District Principal or designate.
- Prepares, processes, files, and maintains a variety of reports, correspondences, and records.
- Processes student applications and creates corresponding documents and invoices.
- Detailed bookkeeping/accounting, including monitoring budgets, performing financial transactions, providing receipts, monitoring accounts for accuracy, and maintaining records for all financial transactions.
- Performs detailed processes including, private insurance and MSP enrolment, monthly homestay payments, refund requests, and commission payments.
- Prepares specific documents required for immigration applications, and possesses knowledge regarding immigration application processes, and requirements for funding eligible vs. funding ineligible students.
- Updates departmental handbooks, program brochures, forms, etc. and assembles a variety of resources.
- Prepares revalidation report cards and completes the apostille process for student reports.
- Utilizes specific knowledge regarding district programs, academies, school offerings, and community opportunities to place students and relay information to agents regarding student placements.
- Assists the District Principal or designate in scheduling appointments and making detailed international travel arrangements.
- Prepares and distributes agenda packages for meetings, under the direction of the District Principal or designate.
- Answers department inquiries by telephone, email, or in person and responds to students, parents, staff, agents, and the community, or if necessary, directs inquiries to the District Principal or designate.
- Works collaboratively with the District Principal or designate on marketing and recruitment planning.
- 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.)
- Maintains and monitors department supplies and equipment inventories.
- Performs other related or comparable duties as assigned which are within the knowledge and skills required by the job description or are assigned.

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.
- Keyboarding 40 wpm.

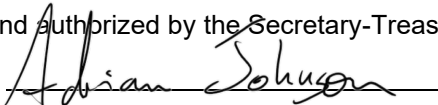
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to exercise moderate judgement following established procedures and policies to evaluate and determine the most appropriate action from a variety of alternatives.
- Proven ability to communicate effectively, both orally and in writing, with staff, students, families, and agents using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Proven ability to effectively utilize cross-cultural and culturally affirming communication skills.
- 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.

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: February 6, 2025

Revised: January 24, 2025