

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

**Position: TTOC Dispatcher**  
**Job No: 254**

**POSITION SUMMARY:** Under the supervision of the Director of Human Resources the incumbent dispatches teachers teaching on call and maintains associated records.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Dispatching teachers teaching on call by responding to requests to fill absences, contacting teachers teaching on call for assignment and notifying the school of the replacement.
- Record keeping including data entry, preparing and monitoring a variety of reports and compiling supporting documentation.
- Maintaining a variety of files and records and reconciling absentee records.
- Communicating with staff, responding to inquiries.

**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.
- Six months of recent successful experience in the secretarial field.
- Keyboarding 40 wpm.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proven ability to operate the school administrative computer package.
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Ability to communicate effectively, both orally and in writing, with employees and the public.
- 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: \_\_\_\_\_

*April 20/21*

Revised April 2021