

**SCHOOL DISTRICT No. 22 (Vernon)**  
**JOB DESCRIPTION**

**Position: District Secretary – Career Education**  
**Job No: 242**

**POSITION SUMMARY:** Under the supervision of the District Principal of Career Education, or designate, the incumbent performs a variety of administrative, clerical and reception services as well as facilitates the efficient operation of the Careers Department.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Prepare confidential correspondence and reports as well as compose routine correspondence and memos for the District Principal of Career Education.
- Type and file a variety of reports and correspondence. Maintain internal and external records.
- Schedule travel arrangements and registrations for the department.
- Monitor tuition transfers between Post-Secondary Dual Credit partners as well as grant funding through SkilledTradesBC.
- Perform bookkeeping/accounting functions, including monitoring department accounts and budget for accuracy and variances, financial transactions and records maintenance of purchase orders, account reconciliations, travel claims for department staff and payables/receivables for community partners.
- Respond to telephone, written and in-person enquiries from students, parents, staff, agencies and community. If necessary, directs enquiries to District Principal of Career Education.
- Complete 1701 education reports and updates to the Ministry of Education & Child Care.
- Process and monitor student applications, documentation and registration for post-secondary institutions, SkilledTradesBC and the Ministry to secure funding and transfer funds for tuitions.
- Update departmental handbooks, program brochures, forms, websites, social media, and assemble a variety of resources for schools and community partners.
- Assist with the organization of District based in-services and conferences.
- Prepare and distribute meeting packages and District/community presentations as directed.
- Undertake data searches, compile and verify record accuracy, prepare statistical reports, and maintain spreadsheets that includes all students and enables quantifiable measures of funding.
- Provide student demographics, attendance profiles, report cards, timetables and other reports required by school district operations, community partners and the Ministry.
- Maintain and monitor department supplies and equipment inventories.
- Perform other related or comparable duties as assigned which are within the area of knowledge and skills required by the job description or are assigned.

**REQUIRED EDUCATION AND EXPERIENCE:**

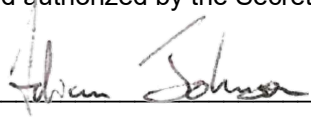
- Grade 12 plus six (6) months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- One (1) year of recent successful experience in a school or district based secretarial position to gain broad office experience.
- Experience related to Career Programs such as WEX, Dual Credit Programs, Work in Trades and the audit requirements is an asset.
- Keyboarding 40 wpm.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, internal and external databases, and communications software.
- Proven ability to operate the school district administration computer package.
- Proven ability to communicate effectively with employees and the public orally and in writing.
- Proven organizational skills.
- 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: September 13, 2022

Created May 2022