

SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION

Position: Secretary in Charge - Secondary
Job No: 208

POSITION SUMMARY: Under the supervision of the school administrator, the incumbent oversees the efficient operation of a secondary school office according to district and ministry procedures and guidelines. The incumbent provides secretarial and clerical services including supervising staff, maintaining databases and performing financial, administrative and clerical duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Effective supervision including organizing and scheduling school office staff, training new office staff, establishing work priorities and ensuring that quality of work is maintained.
- Providing efficient and accurate word processing services including preparing a variety of material such as routine and confidential reports, newsletters, correspondence, forms, handbooks, manuals, and a variety of records. Process incoming and outgoing mail and email.
- Research suppliers, obtain prices and prepare requisitions and receive and verify invoices and the delivery of goods.
- Maintain and monitor the school supplies inventory ensuring the paper stock is maintained, the yearly supply order is prepared and annual bulk school supplies are ordered and distributed.
- Maintain inventory list of office and school equipment.
- Work with Human Resources to ensure replacements for staff absences are filled and documented following established practices.
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- Maintain and file all school correspondence, supplier catalogues, and general office administration records. Maintain school/district manuals. Archive material as required.
- Receive, screen, and direct phone calls and mail.
- Communicate with staff, students, and others and respond to inquiries and provide general information including responding to concerns raised by angry or upset parents or members of the public.
- Provide student demographics, attendance profiles, report cards, timetables and other reports required by school district operations and the Ministry of Education. Process and file records.
- Responsible for a variety of computer processes including school start up and year end practices.
- Bookkeeping/accounting including monitoring school/district accounts for accuracy and variances, performing financial transactions, maintain records of all financial transactions, , maintaining and reconciling petty cash fund, receiving and receipting monies and preparing bank deposits in accordance with established Board policies, practices and regulations.
- Assist in minor first aid, complete required forms and advise parent of injury or illness.
- Coordinate the work of student or parent volunteers within the office.

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.
- Three years of recent successful experience in a school or district based secretarial position (or equivalent) which includes one continuous year of having responsibility for the accounting and administrative cycles.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to operate the school district administrative computer package including the student information system.

- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communication software.
- Proven ability to communicate effectively, both orally and in writing, with students, employees and the public.
- Proven organizational skills.
- Proven supervisory 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: _____

Revised May 2021