

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

**Position: District Secretary – Indigenous Programs**  
**Job No: 247**

**POSITION SUMMARY:** Under the supervision of the Director of Instruction, Indigenous Education, or designate, the incumbent supports the Director and other staff performing a variety of administrative and secretarial tasks.

**POSITION DUTIES AND RESPONSIBILITIES:**

- Prepares, processes, files, and maintains a variety of records including updating online resources. Provides clerical and administrative support to ensure the effective and efficient operations of the Indigenous Education Department. Researches and prepares a variety of reports for both internal and external requirements.
- Answers inquiries by telephone or in person and provides support for staff, the public, and community organizations.
- Assists with the scheduling, arrangements and support for department meetings, events, and Indigenous guests presenting in our district.
- Monitors budgets and provides general accounting and budget records for the department.
- Performs a wide variety of diverse and specialized duties related to Indigenous programs.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Grade 12 plus one year of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Two (2) years of recent successful experience in a school or district based secretarial position, or Indigenous community organization 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.
- Typing 40 wpm.

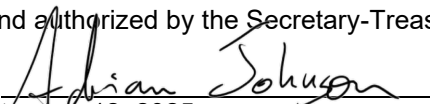
**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proven ability to follow established procedures and policies with some moderate judgement required.
- Proven ability to seek direction when apparent solutions to problems are not within the intent of established practices.
- 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 ability to ensure duties are performed accurately and completely.
- Physical capability to perform the job duties in a standard office environment.
- Maintains the confidentiality of sensitive information seen or heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval, bookkeeping, budgeting) including intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Proven ability to work independently and handle inquiries with minimal direction.
- Life experience, knowledge of and sensitivity to the values, beliefs, needs, and practices of local Indigenous communities.

**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 15, 2025

Revised: September 12, 2025