

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

Position: Secretary In-Charge, Elementary without Supervision
Job No: 211

POSITION SUMMARY: Under the general supervision of the principal, the incumbent maintains responsibility for the operation of an elementary school office including maintaining databases and performing financial, administrative and clerical duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepare a variety of materials such as routine and confidential reports, newsletters, correspondence, forms handbooks, manuals and a variety of records. Process incoming and outgoing mail.
- Maintain a variety of files and records including archiving material as required.
- Maintain and monitor the school supplies and equipment inventories.
- Research suppliers, obtain prices and prepare requisitions and receive and verify invoices and the delivery of goods.
- Assist in minor first aid and advise parents/guardians of student injury or illness.
- Advise parents/guardians of student absences.
- Coordinate the work of student or parent volunteers within the office.
- Receive, screen, and direct phone calls and mail.
- Communicate with staff, students and others and respond to inquiries and provide general information.
- Respond to angry or upset staff, students and others.
- Administration of the computerized student information system.
- Responsible for a variety of computer processes including school start up and year end practices. Provide attendance profiles, report cards, timetables and other reports required by school district operations and the Ministry of Education.
- Bookkeeping and accounting duties including monitoring school/district accounts for accuracy and variances, maintaining records of all school financial transactions, maintaining and reconciling petty cash fund, receive and receipt monies and prepare bank deposits in accordance with established Board policies, practices and regulation.

REQUIRED QUALIFICATIONS 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.
- One year of recent successful experience in a school or district based position (or equivalent) which includes six months working with a student information system.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to communicate effectively, both orally and in writing, with students, employees and the public.
- Proven organizational skills.
- 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.

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: May 12/2021