

SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION

Position: Secretary – Alternate Education
Job No: 205

POSITION SUMMARY: Under the general supervision of the principal, the incumbent performs clerical duties for Alternate Learning Programs, Open Door, V-Learn and CrossRoads including maintaining databases and performing financial and administrative responsibilities.

POSITION DUTIES AND RESPONSIBILITIES:

- Provide efficient and accurate word processing services including preparing routine and confidential correspondence, reports, minutes, forms, newsletters, manuals, resource materials etc. as required by school district operations and the Ministry of Education, using a variety of computer programs.
- Receive, screen and direct phone calls. Process incoming and outgoing mail.
- Maintain/monitor school supplies and equipment inventories to ensure sufficient stock levels.
- Prepare requisitions, verify invoices and delivery of supplies.
- Assist in the promotion of storefront programs by maintaining an up-to-date awareness of the programs/platforms and resources.
- Communicate with staff, students and others and respond to inquiries and provide general information.
- Receive and register new students.
- Maintain a variety of files and computerized databases for student demographics, build/develop templates to construct reports and be responsible for a variety of computer processes including back-ups, data base reorganization, installing new updates, updating manuals and monitoring database functioning for new year and year end periods.
- Bookkeeping/accounting including monitoring school/district accounts for accuracy and variances, performing financial transactions, maintain records of all financial transactions, preparing bank reconciliations, maintaining and reconciling petty cash fund, receiving and receipting monies and preparing bank deposits in accordance with established board policies, practices and regulations.

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.
- Two 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 communicate effectively, both orally and in writing, with students, employees and the public.
- Proven organizational skills.
- Proven ability to operate the school district administrative computer package.
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communication software.

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