

SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION

Position: Secretary In-Charge, Elementary with Supervision
Job No: 210

POSITION SUMMARY: Under the general supervision of the principal, the incumbent maintains responsibility for the operation of an elementary school office 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 the quality of work is maintained.
- Provide 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.
- Receive, screen and direct phone calls.
- Maintain and monitor the school supplies and equipment inventories to ensure sufficient stock levels.
- Maintain inventory list of office and school equipment.
- Research suppliers, obtain prices and prepare requisitions, receive and verify invoices and the delivery of goods.
- Assist in minor first aid and advise parents of injury or illness.
- Advise parents of student absences.
- Coordinate the work of student or parent volunteers within the office.
- Communicate with staff, students and others and respond to inquiries and provide general information.
- Respond to inquiries and concerns including upset or angry students, staff 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, pr cards, timetables and other reports required by school district operations and Ministry of Education.
- 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.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus six months specialized training courses in office administration or business management including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- One year of recent successful experience in a school or district based secretarial position to gain broad office experience including six months working with student computerized administration/registration programs.
- Keyboarding 40 wpm.
- Proven ability to operate the school administrative computer package.
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing, with students, employees and others.
- Proven organizational skills.
- Proven supervisory skills.



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

Revised: May 2021