

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

Position: District Secretary (Student Support Services)
Job No: 244A

POSITION SUMMARY: Under the supervision of the Director of Student Support Services, the incumbent is responsible for providing administrative secretarial services and facilitating the efficient operation of the Student Support Services Department.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepares confidential correspondence and reports and composes memos for the Director.
- Prepares, processes, files and maintains a variety of reports, correspondences, and records.
- Schedules appointments, travel arrangements and registrations for the Director.
- Monitors budgets and provides general accounting and budget records for the department.
- Completes 1701 special education reports and updates to the Ministry as required.
- Processes referrals and maintains records from schools, medical professionals, and outside agencies.
- Updates departmental handbooks, program brochures, forms, etc. and assembles a variety of resources.
- Assists the Director with organization of district-based in-services and conferences, including registration of participants booking of venues, speakers, accommodations and travel, and conference logistics.
- Submits itinerant schedules and reports and prepares expenses for Director's approval.
- Prepares and distributes agenda packages for meetings, under the direction of the Director.
- Answers inquiries by telephone or in person and responds to enquiries from students, parents, staff, agencies, and the community regarding the department, and if necessary, directs enquiry to the Director.
- Undertakes data searches, compiles, and checks records to provide accurate information and prepares tabulated statistical reports and summaries. (E.g., student records and files, demographics, etc.)
- Performs other related or comparable duties as assigned which are within the knowledge and skills required by the job description or are assigned.

REQUIRED EDUCATION AND EXPERIENCE:

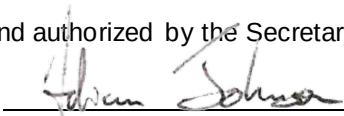
- Grade 12 plus one year of a post-secondary accounting, office administration, or business management certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- Two years of recent successful experience in a school or district based secretarial position including basic bookkeeping, broad office experience, and the proven ability to operate the current school district administrative computer package and the current student information system.
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database, and communications software.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to follow established procedures and policies with some moderate judgement required.
- 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 organizational skills.
- Proven ability to work independently and handle inquiries with minimal direction.
- Physical capability to perform the job duties in a standard office environment.
- Maintains the confidentiality of sensitive information seen and 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.

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: 
Revised June 2022

Date: June 22, 2022