

## **SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **SCHOOL SECRETARY**

**JOB SUMMARY:**   An employee hired to perform a multitude of tasks and duties pertaining to the organization, accounting, secretarial and clerical functions of the school's administrative office, who is responsible to an assigned supervisor.

#### **QUALIFICATIONS REQUIRED:**

1.     Grade 12 or equivalent
2.     Valid British Columbia Driver's License
3.     Minimum one year's Accounting Certificate or equivalent course and/or work experience.
4.     Minimum of one year's Office Administration Certificate or equivalent course work from an accredited institution.
5.     Minimum keyboarding speed 55 WPM.
6.     Minimum one year's experience in computer skills using word processing, spread sheets and database.
7.     Minimum of two years' previous clerical experience.

#### **MUST HAVE THE ABILITY TO:**

1.     Communicate effectively, orally and in writing.
2.     Develop effective work methods to handle assigned tasks.
3.     Be self directed, flexible and work independently.
4.     Maintain confidentiality.
5.     Work under pressure, e.g.: multi-task and meet deadlines.
6.     Work with disagreeable and/or hostile conditions from time to time.
7.     Operate and maintain office equipment related to the position.
8.     Identify and apply a wide range of mathematical and statistical concepts.
9.     Complete specialized and technical reports.
10.    Understand, interpret and apply Ministry guidelines and technical manuals.
11.    Solve problems related to the position.
12.    Apply strong organizational skills.
13.    Keep current with all codes and regulations pertaining to the position.

#### **RESPONSIBILITIES AND DUTIES:**

1.     Responsible for the organization and function of a school office.
2.     Meet required deadlines.
3.     Responsible for the implementation of the student safety Call Back Program.
4.     Assist in the maintenance of various safety programs, such as first aid, fire drills, crisis response, and WCB.

5. Provide first alert and appropriate action for accidents and other potentially serious and/or dangerous situations.
6. Provide guidance, instruction and direction to staff, students and others.
7. Prepare routine and confidential correspondence from oral or written instruction and on own initiative.
8. Responsible for tasks related to accounting and budgeting and purchasing of supplies and services.
9. Responsible for tasks relating to attendance, report cards and scheduling students into classes.
10. Perform other job related duties.