

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)
CLASSIFICATION DESCRIPTION**

SECRETARY

DEPARTMENT: School District Administration Office

JOB SCOPE

Reports to the Director of Instruction.
Performs secretarial duties to support special education and the district administration office.
Provides information and assistance to staff, parents, community organization, agencies and general public.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Provides secretarial support to the Director of Instruction.
Maintains filing system, office and student records, makes appointments, travel arrangements and outreach schedules.
Prepares purchase orders, purchasing card reconciliations and invoices for approval.
Monitors spending in curriculum and special education accounts.
Assists in the organization of meetings and in-service activities.
Maintains and distributes minutes of meetings related to curriculum and special education.
Provides information and assistance to staff, parents, agencies and general public.
Maintains the permanent record cards and other confidential student files.
Acts as a contact person during critical incidents.
Performs receptionist duties on a regular basis.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation, (Dogwood Certificate or equivalent) supplemented by one year of courses in office management including introductory accounting.
Ability to type accurately at 50 words per minute.
Ability to establish and maintain good working relationships with staff, parents, community organizations, agencies, general public and media.
Ability to understand and effectively carry out oral and written instructions.
Ability to organize and work with minimum supervision.
Good interpersonal and communication skills.
Good knowledge of business English, spelling and punctuation.
Skill in operating standard office equipment including computers e.g. word processing, spreadsheets, databases and publishing programs.
Ability to work with speed and accuracy.
Good working knowledge of office methods and procedures including taking minutes.
Two to three years of recent secretarial or clerical experience.