

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

CLASSIFICATION DESCRIPTION

SECRETARY – FIRST NATIONS PROGRAMS

DEPARTMENT: School District Administration Office

JOB SCOPE

Reports to the District Principal (First Nations Programs).
Performs secretarial duties related to First Nations education and curriculum.
Provides information and assistance to staff, parents, First Nations community organizations, agencies, media and general public.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Provides secretarial services to the District Principal (First Nations Programs).
Prepares purchase orders, purchasing card reconciliations and invoices for approval.
Monitors spending in aboriginal education accounts.
Provides a liaison between district office, school offices and local First Nations.
Attends FNE Council meetings and takes, prepares and distributes minutes.
Maintains adequate filing system, simple office records and schedules of appointments.
Maintains catalogue of First Nations resources and monitors the lending of these resources.
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.
Ability to type accurately at 50 words per minute.
Good working knowledge of provincial and local First Nations organizations and administrations.
Knowledge of the culture of the Kwakwaka'wakw.
Good interpersonal and communication skills.
Ability to establish and maintain good working relationships with staff, parents, First Nations 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 knowledge of business English, spelling and punctuation.
Skill in operating standard office equipment including computers (e.g. word processing, spreadsheets and data base).
Ability to work with speed and accuracy.
Good working knowledge of office methods and procedures including taking minutes.
Recent successful experience working with First Nations people.
Two to three years of recent secretarial or clerical experience.

Revised Feb. 1997
Reviewed Jun. 2000
Reviewed Apr. 2007
Reviewed Apr. 2011
Revised Jun. 2015
Revised Jun. 2016