

## **SCHOOL DISTRICT NO. 62 (SOOKE)**

### **TITLE: ABORIGINAL EDUCATION SECRETARY**

#### **QUALIFICATIONS:**

1. Secondary school graduation plus an additional program of up to one year and over; including post-secondary Aboriginal course work.
2. Minimum of one year's experience in busy office environment.
3. Minimum one year's experience working with the public – working with Aboriginal partner groups – and inclusive of extensive experience working within the First Nations community.
4. Ability to type a minimum of 50 words per minute.
5. Working knowledge of basic office procedures.
6. Computer knowledge and ability to use word processing and publishing programs (Exchanging mail, Word, Excel, Publisher, PowerPoint, LCD projector, laptop, Photography programs and processing).
7. Ability to record and transcribe the proceedings of meetings.
8. Good working knowledge of business English and office practices.
9. Good working knowledge of bookkeeping and financial procedures.
10. Opens and distributes all incoming mail, faxes and courier items.
11. Ability to operate all office machines and equipment.
12. Ability to get along well with people and use tact and discretion, in person, on the phone and by e-mail.
13. Ability to work under pressure and strict deadlines.
14. Able to work from semi-routine instructions.
15. Ability to work with minimal supervision.
16. Preference will be given to candidates with Aboriginal ancestry and /or experience working with on and off-reserve communities with post-secondary course work in relevant Aboriginal studies
17. Must hold a valid BC Drivers Licence and be prepared to drive for business purposes.

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**RESPONSIBLE TO:** District Principal – Aboriginal Education

**SUPERVISES:** N/A

**JOB GOAL:** To assist in the smooth and efficient operation of the Aboriginal Education Department.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepare flyers, forms, letters and reports as well as submissions to the Ministry of Education as required.
2. Compose and type diversified information as required.
3. Arrange meetings and events and purchase necessary supplies.
4. Attend meetings and record and transcribe minutes as required.
5. Update and maintain Aboriginal Education staff lists, contact lists, Council Members, Aboriginal partner and community members' lists and e-mail distribution lists.
6. Responsible for recording monthly student attendance reports received from AESW for each school.
7. Receives invoices, honorarium forms and cash deposits and codes to correct account.
8. Ensures all incoming invoices are properly coded and processed to the accounts department to be posted to SDS.
9. Print out monthly G/L account inquiry reports and reconcile and verify charges to correct account. Complete journal entry forms when required to correct account funds.
10. Assist principal by communicating with Aboriginal Education Support Workers and Aboriginal Education teachers as requested for priority items.
11. Ability to work as a team member and establish effective working relationships with Principal, Aboriginal Education teachers and Aboriginal Education Support Workers.
12. Orders and maintains office supplies for Aboriginal Education Office.
13. Orders books and resources for Aboriginal Education Department.

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14. Coordinates with Aboriginal Education Teachers and Aboriginal Education Support Workers to purchase supplies and food for various cultural events; set up school Aboriginal purchase accounts.
15. Upload resource, staff and newsletter items to the Aboriginal Education Website and maintenance changes to website.
16. Coordinate and process the 1701 funding information from Aboriginal Education Support Workers in September and February.
17. Gathering and the management of Enhancement Agreement data recording at the end of the year and other applicable reports.
18. Operate office machines as required.
19. File materials and correspondence, etc., as required.
20. Maintain teacher and CUPE attendance logs.
21. Respect the confidentiality of all correspondence and discussions.
22. Make appointments for Principal as required and maintain Principal's calendar.
23. Assist in preparing materials.
24. Perform related duties as required.

TERMS OF EMPLOYMENT: Twelve month term.

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EVALUATION

DATE: May 19, 2017

JOB TITLE: Aboriginal Education Secretary

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional programme of up to one year or equivalent.
2. Experience	4	60	One year and over.
3. Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures.
4. Concentration	3	30	Almost continuous periods of short duration; <b>OR</b> Frequent periods of intermediate duration; <b>OR</b> Occasional periods of long duration.
5. Physical Effort	2	12	Light activity of intermediate duration; <b>OR</b> Medium activity of short duration.
6. Dexterity	4	24	Job requires tasks that demand coordination of coarse and fine movements, where speed is a major consideration; <b>OR</b> Coordination of fine movements, where speed is a moderate consideration.
7. Accountability	3	30	Actions could result in significant loss of time, resources; <b>OR</b> cause some embarrassment within the department or organization.
8. Safety of Others	1	8	Little degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	4	40	Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information.
11. Disagreeable Conditions	2	20	Minor conditions with occasional exposure; <b>OR</b> Major conditions with little exposure.

TOTAL POINTS 314

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed:\_\_\_\_\_

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Date Signed:\_\_\_\_\_