

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CURRICULUM SECRETARY

QUALIFICATIONS:

1. Secondary School graduation or equivalent supplemented by courses in bookkeeping and word processing systems.
2. Ability to type a minimum of 50 words per minute.
3. Computer knowledge and ability to use Microsoft Office Word, Publisher, Excel, PowerPoint, IEP Central and File Maker Pro, Google Documents, Wordpress Exchanging Mail to view Principals' calendar to add/delete meetings, Sharepoint for booking boardrooms, SDS to print and reconcile expenses/deposits and JE and Details online for Mastercard monthly reconciliations.
4. Minimum of over one and up to two years experience.
5. Good knowledge of business English and office practices.
6. Good working knowledge of bookkeeping and financial procedures.
7. Able to operate all office machines and equipment.
8. Ability to get along well with people and use tact and discretion.
9. Ability to work under pressure and strict deadlines.
10. Able to work from semi-routine instructions.
11. Ability to work with minimal supervision.

RESPONSIBLE TO: District Principal Curriculum and Programs

SUPERVISES: N/A

JOB GOAL: To assist in the smooth and efficient operation of the office and accommodate the curriculum coordinators' desk top publishing needs.

PERFORMANCE RESPONSIBILITIES:

1. Prepare flyers, promotional material and prepares the brochure for new programs, and any other internal and external publication.
2. Receives business expense receipts from staff account coded and verifies correct accounts before approving Mastercard charges for Mastercard holders in Curriculum department. Prints reports and has Administrator sign and forward to Accounts for auditing.

3. Coordinates registrations for upcoming workshops, receives fees and deposit into appropriate account. Orders curriculum resources and catered meals as requested and prepares Miscellaneous Cheque Vouchers when invoices are received.
4. When requested purchases supplies, students bus passes and food for upcoming meetings
2. Composes and types diversified information as required.
3. Operates office machines as required.
4. Files correspondence, etc. as required.
5. Acts as receptionist, and registration clerk as required.
Courier; holder of BC Driver's licence for picking up print orders and delivering items to various locations.
6. Upload Staff Development Calendar to Curriculum website and maintain changes throughout the year.
7. Data entry such as district assessment scores.

TITLE: CURRICULUM SECRETARY

Page 2

6. Respects the confidentiality of all correspondence and discussions.
7. Makes appointments as required.
8. Assists curriculum coordinators in preparing instructional materials.
9. Performs related duties as required.

TERMS OF EMPLOYMENT: Ten-month year.

TITLE: CURRICULUM SECRETARY

Page 3

DATE: May 19, 2017

JOB TITLE: CURRICULUM SECRETARY

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional program of up to one year or equivalent.
2. Experience	4	60	Over one year, up to and including two years.
3. Judgement	2	20	The job requires the application of established methods or procedures. Work may involve a choice of methods.
4. Mental Effort	2	20	Frequent periods of short duration; or occasional periods of intermediate duration.
5. Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6. Dexterity	5	30	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a major consideration.
7. Accountability	3	30	Actions could result in significant loss of time, resources; or 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.
9. Supervision of Others			
10. Contacts	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
10. Disagreeable Conditions	2	20	Minor conditions with occasional exposure; or major conditions with little exposure.
TOTAL POINTS		290	

C.U.P.E., Local 459

School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____