

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

**TITLE: SENIOR SECRETARY IV – SECONDARY ALTERNATE, ADULT CONTINUING EDUCATION AND DISTRIBUTED LEARNING SCHOOLS**

**JOB GOAL:**

The Senior Secretary IV for Secondary Alternate, Adult Continuing Education and Distributed Learning Schools relieves the principal of administrative detail so he/she may devote maximum attention to educational administration. This position includes considerable variety and complexity in which the incumbent is responsible for organizing and directing the operations of the administration offices of WestShore Centre's family of schools. An employee of this class directs and assists in the effective provision of administrative, secretarial, accounting, clerical and reception services in the school offices. The work of this class is distinguished from that of a Senior Secretary at a Secondary School by the greater variety and complexity of duties and knowledge of Ministry and school requirements, audit criterias, financial management, District policies and procedures. Work is performed under minimal supervision with a high degree of independent judgment and action in dealing with a variety of assignments and situations. The incumbent must exercise courtesy, discretion, and diplomacy in explaining and interpreting school rules, policies and procedures and in supplying information and assistance to staff, students, parents and the public. Considerable judgment and independence are required to perform most duties. Work is only periodically reviewed by others for effective operation of the office or work group, appropriate application of policies and procedures, and adherence to established standards of performance.

**RESPONSIBLE TO:** District Principal of Alternate, Adult Continuing Education and Distributed Learning

**SUPERVISES:** Clerical Staff

**QUALIFICATIONS:**

- Secondary school graduation or equivalent and completion of a 2-year program in Office Administration (which must include courses in accounting/bookkeeping, office procedures and management) or equivalent.
- Over 5 years of experience, at least 2 years at the Senior Secretary Secondary School level or equivalent and must include supervisory experience.
- Possesses or is capable of attaining O.F.A. Level 3 First Aid Certification (10 5-day program) or First Aid Certification appropriate for school.

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- Advanced knowledge of relevant software programs, including the ability to import/export data between programs, (Windows, Outlook, Word, Excel, Access, BCeSIS, MyEd BC etc. as applicable). Advanced knowledge of Ministry requirements for data collection, school funding, District/school reporting processes and B.C. grad requirements.
- Demonstrated financial management skills and ability to analyze financial data.
- Knowledgeable about relevant WCB regulations and safe work practices necessary in a school/office environment.
- Knowledgeable about Canada Revenue Agency rules and regulations regarding the issuing of T2202A Tuition and Education Amounts Certificates.
- Ability to type a minimum of 60 words per minute.
- Able to operate and perform basic troubleshooting on all office machines and equipment.
- Ability to plan and organize, meet deadlines, exercise good judgment and make sound decisions while establishing effective office procedures and policies for the administrative work of the school offices by using knowledge of typical school cycles to predict upcoming workloads such as student data collections, SADE, TRAX and report cards, etc.) without supervision.
- Ability to analyze and or develop administrative procedures that reduce redundancy, improve accuracy and efficiency and achieve organizational goals.
- Ability to record and produce minutes of meetings.
- Excellent knowledge of business English, spelling, grammar, punctuation, arithmetic and general office practices.
- Ability to work as a team member to establish effective working relationships using tact and diplomacy with principals, vice principals, teachers, students, parents, support staff and other professionals in order to resolve problems or obtain services.
- Ability to perform diversified tasks with constant interruptions without supervision.
- Accountable for care, accuracy and attention to detail in all aspects of clerical work and satisfactory provision of service.

**PERFORMANCE RESPONSIBILITIES:**

- Composes and/or produces a variety of letters, emails memos, forms, financial reports, teacher payroll contracts, carpentry program contracts and invoices, newsletters office procedures, etc. that may or may not be of a confidential nature. Receives and distributes via emails and hard copies the multitude of electronic information/data from school board office administration.
- Manages office processes and the flow of information by screening and prioritizing incoming demands ensuring that all work expected by the principal or vice-principal is completed accurately and on time.
- Communicates with students, parents, staff, community and various school district departments and advises the principal or vice principal of any potential problems.

**SENIOR SECRETARY IV – SECONDARY ALTERNATE, ADULT  
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- Is directly involved in the financial administrative functions of the schools including public and non-public funds, grants, GIC's, etc. Advises Principal of changes, issues and concerns of a financial nature, prepares financial reports and submissions for budget preparation. Reviews and analyzes financial reports. Processes, monitors, updates and reconciles financial transactions including expenditures, commitments and revenues. Compiles and forecasts budget expenditures, compares with actual spending to budget estimates, notes variances and reports to the Principal. Ensures that records are kept for the appropriate number of years as set out by Ministry of Education policy.
- Determines eligibility, calculates and produces Canada Revenue Agency T2202A Tuition and Education Amounts Certificates to Continuing Education Students registered in a PCTIA approved course.
- Ensures non academic Continuing Education teacher contracts and invoices are properly charged and processed to the Finance department and responds to questions.
- Coordinates the flow of clerical work in the school office to ensure maximum efficiency of all administrative functions; supervises trains and assigns work to a clerical team of at least 6 clerical staff.
- Demonstrated ability to chair clerical team meeting without the presence of however in consultation with the Principal.
- Operates office machines and uses relevant software programs as required including school website.
- Manages all school information in BCeSIS, keeping an accurate master schedule, entering courses, sections, class periods, reporting periods, staff, TTOC's, school messages etc.
- Manages and interfaces with Ministry of Education regarding electronic data collections for Adult, Alternate and Continuing Education Schools regarding 1701, SADE data and TRAX.
- Coordinates school start up and year-end procedures including exam schedules; scholarships, textbook/yearbook distribution; Passport to Education awards and graduation programs; ministry forms; prepares and enters transcript data.
- Ensures office supplies are maintained and orders class materials, learning resources, school furniture, copier supplies and equipment as required which allows staff to effectively and efficiently complete their work in a timely manner.
- Acts as recording secretary for staff and committee meetings as required by the principal and prepares agendas and schedules meetings.
- Respects the confidentiality of correspondence and discussions and acts in confidence as a member of the school's administrative team.
- Makes appointments and schedules meetings as required.
- Ensures that incoming mail, faxes and courier items are opened and distributed.
- Instruct and trains all new employees in proper office procedures. This would include office staff on an on-going basis and new employees as necessary.
- Ensures that all office equipment is kept in good repair.
- Keeps teacher attendance report, records and signs teachers-on-call timesheets. Acts as timesheet coordinator for support staff. All absences are reported to the Senior Secretary IV.
- Ensures that student records and nominal rolls are maintained and retained for the appropriate number of years as set out by Ministry of Education policy.

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**TERMS OF EMPLOYMENT:** Twelve-month year.

**APPROVED**

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

On behalf of School District No. 62 (Sooke)

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EVALUATION

DATE: December 10, 2014

TITLE: **SENIOR SECRETARY IV – SECONDARY ALTERNATE, ADULT CONTINUING EDUCATION AND DISTRIBUTED LEARNING**

Factor	Degree	Points	Substantiating Data
1. Knowledge	6	90	High School graduation plus an additional program of over two and up to three years or three years undergraduate degree or equivalent.
2. Experience	8	120	Five years and over.
3. Judgement	5	50	The job requires the development of procedures.
4. Concentration	4	40	Almost continuous periods of intermediate duration; <b>OR</b> Frequent periods of long duration.
5. Physical Activity	2	12	Light activity of intermediate duration; <b>OR</b> Medium activity of short duration.
6. Dexterity	5	30	Job requires tasks that demand coordination of fine movements, where speed is a major consideration.
7. Accountability	5	50	Actions could result in major loss of time or resources; <b>OR</b> cause severe embarrassment within the organization and have serious impact on its public image.
8. Safety of Others	4	32	High degree of care required to prevent injury or harm to others.
9. Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
10. Disagreeable Conditions	3	30	Minor conditions with frequent exposure; <b>OR</b> Major conditions with occasional exposure.
TOTAL POINTS		504	

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: \_\_\_\_\_