

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: SENIOR SECRETARY SECONDARY/MIDDLE SCHOOL

JOB GOAL:

The senior secretary 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 general office in a secondary or middle school. An employee of this class directs and assists in the effective provision of administrative, secretarial, accounting, clerical and reception services in the school office. The work of this class is distinguished from that of an Elementary School Secretary (Secretary II) by the greater variety and complexity of duties and knowledge of Ministry and school requirements, 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 exercises 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: Principal

SUPERVISES: Clerical Staff

QUALIFICATIONS:

- 1) Secondary school graduation or equivalent and completion of a 2-year program in Office Administration (which must include courses in accounting/bookkeeping and office procedures) or equivalent.
- 2) Over 5 years of experience, at least 3 years at the Secretary II level or equivalent which must include supervisory experience.
- 3) Possesses or is capable of attaining O.F.A. Level 2 or 3 First Aid Certification (10 day program) depending on the location of the school.
- 4) Advanced knowledge of relevant software programs, including the ability to import/export data between programs, (Windows, Outlook, Word, Excel, BCeSIS, etc. as applicable). Advanced knowledge of Ministry requirements for data collection, school funding, District/school reporting processes and B.C. grad requirements.

- 5) Demonstrated financial management skills and ability to analyze financial data.
- 6) Knowledgeable about relevant WCB regulations and safe work practices necessary in a school/office environment.
- 7) Ability to type a minimum of 60 words per minute.
- 8) Able to operate and perform basic troubleshooting on all office machines and equipment.
- 9) Ability to plan, organize and establish effective office procedures and prioritize the work of the office (by using knowledge of typical school cycles to predict upcoming workloads such as report cards, etc.) without supervision.
- 10) Ability to record and produce minutes of meetings.
- 11) Excellent knowledge of business English, spelling, grammar, punctuation, arithmetic and general office practices.
- 12) 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.
- 13) Ability to perform diversified tasks with constant interruptions without supervision.
- 14) Accountable for care, accuracy and attention to detail in all aspects of work and satisfactory provision of service.

PERFORMANCE RESPONSIBILITIES:

- 1) Composes and produces a variety of letters, emails memos, forms, financial reports, newsletters office procedures, etc.
- 2) Receives and distributes via emails and hard copies the multitude of electronic information/data from school board office administration.
- 3) Ensures that all work expected by the principal or vice-principal is completed accurately and on time.
- 4) Oversees or is directly involved in the financial administrative functions of the school including public and non-public funds, grants, GIC's, etc. Ensures that records are kept for the appropriate number of years as set out by Ministry of Education policy.
- 5) Coordinates the flow of clerical work in the school office to ensure maximum efficiency of all administrative functions; supervises trains and assigns work to clerical staff.

- 6) Operates office machines and uses relevant software programs as required including school website.
- 7) Assists with coordination of school start up and year-end procedures including exam schedules; scholarships, textbook/yearbook distribution; awards and graduation programs; ministry forms; prepares and enters transcript data.
- 8) Ensures office supplies are maintained and orders class materials, learning resources, duplicating machine supplies and equipment as required which allows staff to effectively and efficiently complete their work in a timely manner.
- 9) Acts as recording secretary for staff and committee meetings as required by the principal and prepares agendas and schedules meetings.
- 10) Respects the confidentiality of correspondence and discussions.
- 11) Makes appointments and schedules meetings as required.
- 12) Ensures that incoming mail, faxes and courier items are opened and distributed.
- 13) 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.
- 14) Ensures that all office equipment is kept in good repair.
- 15) Keeps teacher attendance report, records and signs teachers-on-call timesheets. Acts as timesheet coordinator for support staff. All absences are reported to the Secretary III.
- 16) 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.

TERMS OF EMPLOYMENT: Twelve-month year.

APPROVED

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

On behalf of School District No. 62 (Sooke)

President or Designate

Secretary-Treasurer or Designate

Date Signed _____

Date Signed _____

EVALUATION

DATE: February 17, 2017

JOB TITLE: Senior Secretary Secondary/Middle School

	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	Continuous periods of intermediate duration.
5.	Physical Activity	2	12	Light activity of intermediate duration; OR 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; OR 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	Major conditions of occasional exposure.
	TOTAL POINTS		504	

APPROVED

C.U.P.E., Local 459

School District No. 62 (Sooke)

