

TITLE: Secretary – Student Support Services
SECTION: Support Services
REPORTS TO: Assistant Superintendent or Delegate and District Principal Support Services
or Delegate

SUMMARY:

Under the general supervision of Assistant Superintendent or Delegate and District Principal Support Services or Delegate, provides reception and secretarial services for a multi-programmed office and manages database and office procedures for SPED 1701 for District.

DUTIES:

1. Responds and provides routine information to frequent inquiries from the public, district staff and parents.
2. Processes student referrals, maintains comprehensive student database and files.
3. Performs a variety of secretarial duties for Support Services professional team, including but not limited to, processing referrals, running caseloads, typing a variety of letters, agendas, minutes, committee reports, educational specialist reports and other documents which often include confidential medical and psychological information.
4. Manages database and office procedures for District SPED 1701 and collates data for Ministry and District reports.
5. Maintains comprehensive schedules to record the movement of staff in order to coordinate numerous appointments, interviews, meetings and testing.
6. Maintains the appropriate records for Support Services accounts.
7. Maintains key log.
8. Operates standard office equipment and provides first-line maintenance as required.
9. Performs transient and emergent back-up duties to a multi-programmed office
10. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months.

Skills - the applicant must have

- Intermediate computer skills

Experience - the applicant must have

- Experience in a secretarial position for a period of greater than 6 months.

Other - the applicant must

- Be able to follow established methods and procedures but exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

Revised: December 14, 2018

APPENDIX G

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	37 - Secretary – Student Support Services
LOCATION:	Support Services
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	4	2	3	3	4	4	1	1	3	2
Total Points	293										

RATING CLASSIFICATION: LEVEL

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