

TITLE: Secretary – Learning Services
SECTION: Support Services
REPORTS TO: Associate Superintendent or Delegate, and District Principal of Support Services or Delegate

SUMMARY:

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

DUTIES:

1. Provides secretarial and reception services by answering the telephone, relaying messages, directing visitors, scheduling appointments and responding to inquiries from District staff, parents and the public.
2. Types a variety of letters, agenda, minutes, committee reports, educational specialist reports and other documents which often include confidential medical and psychological information.
3. Performs a variety of secretarial duties for the Support Services professional team including, but not limited to, various database programs and website maintenance.
4. Inputs data for Ministry and District reports.
5. Plans and coordinates meetings as required.
6. Maintains the Inventory and the Inventory log.
7. Maintains Learning Services' filing systems including student files, reports, and correspondence.
8. Operates standard office equipment and provides first-line maintenance as required.
9. Performs transient and emergent back-up duties for 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 3 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.

June 20, 2001

Revised: Jan 31, 2019

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:	41 - Secretary - Learning Services
LOCATION:	Special Services
EFFECTIVE DATE:	January 31, 2019

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	3	3	2	3	4	3	1	1	2	1
Total Points	258										

RATING CLASSIFICATION: LEVEL

8
