

Revised: December 8, 2015

TITLE: Secretary – Alternate Education Program
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the direction of the Principal or Delegate, provides secretarial and reception services to the Alternate Education programs.

DUTIES:

1. Relieves a Principal of administrative detail by independently handling all responsibility associated with operating a school office.
2. Provides reception services by answering the telephone, relaying messages, directing visitors, scheduling appointments and responding to inquiries from staff, students, parents and the public.
3. Provides secretarial services to a multi-site program including data entry, typing letters, reports and forms, some of which are confidential.
4. Receives, processes and deposits school funds, following established bookkeeping practices.
5. Maintains the appropriate control records for the annual and monthly budget processes.
6. Compiles and collates data for District reports.
7. Maintains "Keys Issued" log.
8. Advises parents of injury or illness to students and absence as required.
9. Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter and adding machine, and provides first-line maintenance as required.
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
- Basic bookkeeping 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, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for a high level of confidentiality with regard to information seen and/or heard in the course of his/her duties.

JOB EVALUATION

COVERING

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

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	63 – Secretary – Alternate Education Program
LOCATION:	Schools
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	3	3	2	4	4	1	1	3	4
Total Points	315										

RATING CLASSIFICATION: LEVEL	12
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