

February 28, 2020

Revised: Oct 21, 2020

Revised: Feb 27, 2020

Draft: November 29, 2017

TITLE: Trainer / Itinerant Clerical
SECTION: As Appointed
REPORTS TO: District Principal of Instruction and Innovation

SUMMARY:

Under the direction of the Student Information Systems Coordinator, Principal, Department Manager, or Delegate, provides training support, secretarial and reception services to schools or departments. When not supporting the Student Information Systems Coordinator the position will be available to provide extra support to schools and departments as needed.

DUTIES:

1. As directed, trains and provides business process support to clerical staff in general office procedures, district-related reporting, policies and procedures as well as Ministry requirements regarding student registration, student records and attendance. Provides Level one support for KEV.
2. Relieves the school or department secretary during training by answering the telephone, relaying messages, directing visitors, receiving and processing school funds, scheduling appointments and responding to inquiries from staff, students, parents and the public.
3. Provides additional clerical support to schools as needed to address backlog and supplemental supports.
4. Provides in-service to District clerical and administrative staff in the use of School District software programs.
5. Creates, updates, maintains and recommends changes to the School District Clerical Manual and clerical procedures website based on feedback from school clerical and administration.
6. Provides secretarial services including data entry, typing letters, reports and forms, some of which are confidential. Works on special projects as required.
7. Compiles and collates data for Ministry and District reports, as directed.
8. Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter and adding machine, and provides first-line maintenance as required.
9. 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:

- Advanced computer skills
- Basic bookkeeping skills
- Knowledge and experience working with a student information system and Ministry reporting
- Knowledge and ability to work with databases and to extract data for manipulation on spreadsheets.
- Advanced spreadsheet skills

Experience - the applicant must have

- Experience in School District 79: full-time, 35 hours per week position(s), or 6-hour head secretary position(s), for a minimum of 4 years.

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 confidentiality with regard to information seen and/or heard in the course of his/her duties.

#90
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APPENDIX E

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:	#90 - Trainer / Itinerant Clerical
LOCATION:	School Board Office / Schools
EFFECTIVE DATE:	November 29, 2017

This is to advise that the rating for the job is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	6	4	2	2	4	2	1	1	3	2
TOTAL POINTS	312										

RATING CLASSIFICATION LEVEL:	12
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