

TITLE: Education/Human Resources Administrative Assistant

SECTION: School Board Office – Education/Human Resources (HR)

REPORTS TO: Associate Superintendents and District Principal of HR

SUMMARY:

Under the direction of the Associate Superintendents and District Principal of Human Resources or delegate provides secretarial, reception and administrative services to the Education and HR Department. This position relieves a senior executive of administrative detail by handling all delegated responsibilities.

DUTIES:

1. Drafts, prepares, and processes correspondence, a variety of letters, forms, reports, and other documents which includes confidential personnel matters and sensitive issues.
2. Provides ongoing calculation of teacher Remedy by extracting data from My Ed and interpreting, analyzing, and producing summative reports with a high degree of accuracy.
3. Provides secretarial and reception services by answering the telephone, relaying messages, directing visitors, scheduling appointments, making required travel arrangements, and responding to inquiries from staff, parents, and the public.
4. Coordinate meetings, interviews, workshops, and events for the Education and HR Departments. This may include organizing food, meeting invitations, distribution of agendas, minutes and related materials as required.
5. Participates in recruitment and onboarding process including scheduling interviews and organizing related documentation as required.
6. Supports the development of HR systems, tools, and processes.
7. Works collaboratively as a member of the HR department to meet short term and long-term HR initiatives.
8. Maintains a variety of records/files; compiles and collates data for a variety of reports (such as: student enrolment figures, student suspensions, school planning goals, cross boundary transfers, district scholarships, BAA courses, VTRA, FSA, district fieldtrips, masters' degree requests, and information requests, etc.)
9. Creates District forms; updates and maintains department newsletters, and web content as required.
10. Provide clerical support to the Joint Job Evaluation Committee.
11. Provides scheduled relief for SBO reception services.
12. Operates standard office equipment and provides first-line maintenance as required.
13. 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 with: MS Office 365, PowerPoint)
- Advanced Excel skillset including experience with pivot tables
- Strong communication skills both spoken and written
- High degree of attention to detail

Experience - the applicant must have:

- Experience in a secretarial position for a period greater than 1 year; up to and including 2 years
- Experience leading to knowledge of Human Resources processes and procedures

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 their duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of their duties.

APPENDIX D

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:	67 – Education/Human Resources Administrative Secretary
LOCATION:	School Board Office – Education/Human Resources
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	5	2	3	3	4	3	1	1	3	1
Total Points	297										

RATING CLASSIFICATION: LEVEL	11
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