

TITLE: Secretary – Early Learning & Childcare (Learning Links)  
SECTION: As Appointed  
REPORTS TO: Manager of Early Learning & Childcare or Delegate

**SUMMARY:**

Under the general supervision of the Director or Delegate, provides secretarial and reception services to the school.

**DUTIES:**

1. Performs a variety of secretarial duties, including data entry, taking minutes, typing correspondence, letters, reports and forms, some of which are confidential.
2. Makes posters, flyers, booklets and materials for the Early Learning Programs.
3. Provides reception services by answering the telephone, relaying messages, directing visitors, and responding to inquiries from staff, parents and the public.
4. Receives, processes and deposits funds, following established bookkeeping practices.
5. Maintains the appropriate control records for annual and monthly budget processes.
6. Assists with setting up meetings for Early Learning and/or Childcare Programs.
7. Orders and receives supplies for Early Learning and Childcare Programs.
8. Compiles and collates data for District/Ministry reports.
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

**Experience – the applicant must have**

- Experience in a secretarial position for a period of up to 6 months

**Skills – the applicant must have**

- Intermediate computer skills
- Basic bookkeeping skills

**Other – the applicant must**

- Be able to follow established methods and procedures that are well defined and/or detailed
- Show tact and courtesy 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 the duties

**APPENDIX G**

**JOB EVALUATION**

COVERING  
**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)  
AND  
**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**  
(UNION)

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	78 – Secretary, Early Learning & Childcare (Learning Links)
LOCATION:	Learning Links
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	3	1	3	2	4	2	1	1	2	2
Total Points	234										

RATING CLASSIFICATION: LEVEL	7
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