

TITLE: Administrative Secretary – Indigenous Education
SECTION: Department of Indigenous Education
REPORTS TO: Principal or Vice-Principal of Indigenous Education

SUMMARY:

Under the direction of the Principal or Vice-Principal provides secretarial, reception and administrative services to the Indigenous Education Department. This position relieves a senior executive of administrative detail by handling all delegated responsibilities.

DUTIES:

1. Prepares correspondence and types a variety of letters, forms, reports and other documents which includes confidential personnel matters and sensitive issues.
2. Provides secretarial and reception services by answering the telephone, relaying messages, directing visitors, scheduling appointments, making required travel arrangements and responding to inquiries from elected officials, staff, parents, media and the public in a culturally sensitive manner.
3. Maintains and updates a variety of student data records such as student self-identification forms, consent for service and student service reports.
4. Coordinates meetings, workshops and events for the Indigenous Education Department including the preparation and distribution of agenda, minutes and related materials.
5. Maintains the appropriate control records for the annual and monthly budget processes.
6. Maintains the filing system for the Indigenous Education Department.
7. Compiles and collates data for Ministry and District reports.
8. Operates standard office equipment, including a personal computer, photocopier, fax 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

Experience – the applicant must have

- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties
- Experience in a secretarial position for a period greater than 1 year; up to and including 2 years

Skills – the applicant must have

- Intermediate computer skills

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
- Have an understanding of local Indigenous culture and history

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:	83 – Administrative Secretary – Indigenous Education
LOCATION:	School Board Office
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	2	3	4	3	1	1	3	2
Total Points	287										

RATING CLASSIFICATION: LEVEL	10
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