

TITLE: Secretary – Early Learning  
SECTION: As Appointed  
REPORTS TO: Director of Elementary Instruction 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, typing correspondence, reports and forms, some of which are confidential.
2. Makes posters, flyers and booklets for the Early Learning Programs.
3. Reconciles and codes program transaction following established bookkeeping practices.
4. Monitors the annual program budget.
5. Assists with setting up meetings of the Early Learning Programs.
6. Orders and receives supplies for Early Learning Programs.
7. Provides secretarial services including data entry, typing letters, reports, and forms some of which are confidential.
8. Compiles and collates data for District 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.

Skills - the applicant must have

- Intermediate computer skills

Experience - the applicant must have

- Experience in a secretarial position for a period of up to 3 month.

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 his/her duties.
- Acknowledge the need for 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:	78 – Secretary, Early Learning
LOCATION:	Learning Links
EFFECTIVE DATE:	June 16, 2011

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	2	1	3	3	4	3	1	1	2	1
Total Points	228										

RATING CLASSIFICATION: LEVEL	6
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