



Job Title	<b>District Secretary (12 Month)</b>
Department	Administration
Location	School Board Office
Reports to	District Staff

Type of position:	Maximum Hours: 35 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Director of Instruction, the District Secretary is responsible for the provision of secretarial and administrative support services for the Director and other professional staff in the department (i.e. Director of Aboriginal Education) using both computerized and manual systems; and working as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures.

## TYPICAL DUTIES

- provides telephone/reception services; routes calls; relays messages; directs visitors; schedules and maintains appointment calendar(s); answers routine inquiries on various matters
- schedules meetings; books rooms and refreshments
- composes and prepares routine correspondence; enters data, designs, types, merges, formats, edits and/or proofreads; collates; arranges printing as required; and distributes a variety of materials (e.g. school calendar, newspaper ads for kindergarten registration, work experience information)
- establishes and maintains files; monitors documents and file contents for completeness and currency; maintains a bring forward system and follows-up on outstanding items
- receives orders; sources products/price as required; types purchase orders and cheque requisitions (e.g. performers); obtains authorization; submits to purchasing; verifies goods received and distributes (e.g. school draws on portfolios); submits invoices to accounts payable
- performs a variety of duties related to the organization of meetings, workshops, etc. by: prepares work requisitions; makes last minute arrangements as required (e.g. bus bookings); distributes advertising flyers; verifies participants; prepares name tags

- assists with the annual collection, distribution and repair (e.g. sends out) of school instruments; maintains a log of all repairs
- performs backup dispatch services for teachers and Support Services aides by: identifies appropriate replacements (from approved list), dispatches and advises school
- makes travel and accommodation arrangements (including performers as required)
- orders, organizes and shelves a master inventory of current curriculum guides and ministry documents (i.e. teachers Integrated Resource packages, ministry support documents); reviews updates and determines the need for distribution
- operates standard office equipment including computer (word processing, desktop publishing, data entry, spreadsheets, E-mail, dictaphone, backup, voice mail), photocopier, calculator, facsimile, laminator
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### **ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- completion of grade 12 or equivalent including courses in personal computers (word processing, databases, spreadsheets)
- over 3 and up to 6 months on-the-job experience

REVIEWED BY

*Title*

APPROVED BY

*Title*