



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9

Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

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| Job Title | Administrative Secretary (Learner Support Services) |
| Department | Learner Support Services |
| Location | School Board Office |
| Reports to | Director of Learner Support |

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| 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, the Administrative Secretary is responsible for the provision of confidential secretarial and administrative support services for the Director (covering Learner Support Services), consultants and other professional staff in the department; including the maintenance of records (e.g. students, support staff deployment, confidential ministerial reports); and communicating sensitive information to school district staff and appropriate external agencies 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

- establishes and maintains confidential files, manual and electronic (e.g. BCeSIS); monitors documents and file contents for completeness, accuracy and currency; maintains a bring forward system; and follows-up on outstanding issues (e.g. completed permission for service forms, designation packages)
- acts as liaison for Student Support Services, communicating with school personnel, itinerant and district staff, parents, and outside agencies using Ministerial and District protocols, policies and guidelines
- receives, sorts and prioritizes incoming departmental mail; ensures appropriate distribution
- composes and prepares routine, confidential and time-sensitive correspondence; enters data, designs, types, merges, formats, edits and/or proofreads a variety of communication materials (e.g. psycho-educational assessments); maintains Student Support Services documentation manual
- monitors support staff deployment and reconciles this with student-level resource allocation and communicates with Human Resources in regards to staffing assignments and requirements

- retrieves, compiles and/or prepares various reports and related operational information, including monitoring month-end enrollment reports from each school; maintaining on-going priority list of student referral packages; assembles referral packages
- monitors itinerant staff expense accounts and initiates departmental purchases; verifies goods received; monitors outstanding orders; monitors departmental budgets; maintains inventory of Student Services equipment (e.g. computers); submits Student Services maintenance work orders
- schedules appointments, interviews, meetings; maintains and adjusts calendar; books rooms; and organizes equipment, lunches or refreshments as required; including coordinating in-service training and consultant services (e.g. advertising, registering, travel and accommodation arrangements)
- operates standard office equipment including computer (word processing, student management system, desktop publishing, data entry, spreadsheets, E-mail, backup system), photocopier, calculator, facsimile, telephone, printers, laminator, shredder
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Education: Completion of grade 12 or equivalent including courses in personal computers (word processing, databases, spreadsheets)
- Experience: Over 2 years up to and including 3 years previous secretarial experience plus on-the-job experience

REVIEWED BY

Title

APPROVED BY

Title