

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: SECRETARY IV - INTERNATIONAL STUDENT PROGRAM

QUALIFICATIONS:

1. Secondary school graduation and completion of a 1 year program in Office Administration plus college courses in Financial Accounting and/or knowledge of accounting and financial procedures and practices.
2. Holder of a valid British Columbia driver's license.
3. Minimum of 2 years experience at the Secretary III level and prior experience at the Secretary II level of 3 years or equivalent relevant experience.
4. Advanced knowledge of relevant software programs, including the ability to import/export data between programs, (Windows, First Class, Word, Excel, Access, Outlook) and knowledge or training in the use and support of school based student information systems as it relates to student demographics and student records, marks and attendance.
5. Working knowledge of Ministry requirements for data collection, school funding, district/school reporting processes and B.C. Graduation requirements.
6. Demonstrated financial management skills and ability to analyze financial data.
7. Knowledgeable about relevant WCB regulations and safe work practices necessary in a school/office environment.
8. Flexibility to work with and a sensitivity toward other cultures.
9. Ability to type a minimum of 60 words per minute.
10. Able to operate and perform basic trouble shooting on all office machines and equipment.
11. Ability to plan, organize and establish office procedures and prioritize the work of the office by using knowledge of typical school cycles to predict upcoming workloads and deadlines without supervision.
12. Ability to record and produce minutes of meetings.
13. Excellent knowledge of business English, spelling, grammar, punctuation, arithmetic and general office practices.
14. Ability to work as a team member and establish effective working relationships with administration, teachers, students, parents, support staff and other professionals including agency representatives.
15. Experience working with Distributed Learning Programs.
16. Able to perform diversified tasks with constant interruptions without supervision.

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17. Able to get along well with people and to use tact, diplomacy and persuasion to resolve problems or obtain services.
18. Accountable for care, accuracy and attention to detail in all aspects of work and satisfactory provision of service.

RESPONSIBLE TO: Principal

SUPERVISES: Clerical Staff as assigned by the Principal

JOB GOAL:

The Office Manager assists and relieves the principal of administrative detail so he/she may devote maximum attention to educational administration. This position includes considerable variety and complexity in which the incumbent is responsible for organizing and directing the operations of the administration office of International Student Program. The Office Manager is responsible for the effective provision of financial administrative, functions, secretarial, clerical and customer service in the Centre. The work in this position is distinguished from that of Secondary/Middle School Secretary III positions by the greater complexity of International Student Program's operations, projects and financial management. A current working knowledge of school, district and ministry policies, financial funding and procedures is required. Work is performed under minimal supervision with a high degree of independent judgement and action in dealing with a variety of assignments and situations. The incumbent exercises courtesy, discretion, and diplomacy in explaining and interpreting school rules, policies and procedures and in supplying information and assistance to staff, students, parents and the public, both local and international. Considerable judgement and independence are required to perform most duties.

PERFORMANCE RESPONSIBILITIES:

1. Provides financial administrative functions for International Student Program. Compiles and forecasts salaries, revenues and expenditures for operating and project accounts. Prepares budget documents. Compares actual spending to budget estimates, notes variances and reports to the administration.
2. Liaises with students, staff, community and various school district departments and communicates any potential problems to the principal. Respects the confidentiality of correspondence and discussions.
3. Types and processes purchase order and cheque requisitions. Checks invoices and supplies when received and notifies suppliers of any discrepancies. Codes invoices and processes them to the accounts department or pays by VISA.
4. Reconciles bank accounts, petty cash fund and VISA cards monthly.
5. Reviews contracts between International Student Program and over 60 agencies and service providers for financial or reporting obligations. Produces reports and spreadsheets as required.

6. Manages documents pertaining to students immigration status.
7. Calculates, produces and maintains records of contracted staff, substitute teacher, program coordinator and miscellaneous employment contacts.
8. Ensures non-academic instructor contracts are properly charged and processed to the payroll department and a record is maintained.
9. Manages the accurate handling of electronic student data, including yearly setup, course scheduling and student scheduling. Implements new projects and responds to queries about school based student data. (e.g. ministry requirements, student funding, ESL designations, graduating requirements, report cards, timetables, PR cards, attendance)
10. Sets up and manages security of the program administrative data system ensuring data confidentiality and system integrity.
11. Manages and interfaces with Ministry of Education regarding student data collection for ESL and International students. (e.g. 1701 and trax)
12. Coordinates the flow of clerical work in the program office to ensure maximum efficiency of all administrative functions.
13. Keeps teacher attendance log and record of substitute teachers.
14. Composes and types a variety of letters, memos, forms, financial reports, office procedures, etc.
15. Ensures that all work expected by the principal or vice principal is accurately completed on time.
16. Acts as recording secretary for staff and committee meetings as required by the principal and makes appointments, prepares agendas and schedules meetings.
17. Operates office machines.
18. Opens and distributes incoming mail, faxes and courier items.
19. Organizes MSP and other insurance. Maintains accounts payable for MSP on-line.
20. Maintains records and prepares cheque vouchers for host family payments.
21. Works with Host Family/Activity Coordinator with placement information and host family applications.
22. Organize special events such as award ceremonies, meetings, etc. Takes minutes at meetings and distributes them.
23. Assists coordinator in preparing orientation materials (policy, procedures, etc.).

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24. Receives public to the department courteously, determines their needs, and looks after them or routes them to the appropriate person including the referral of any inquiries about curriculum requirements.

TERMS OF EMPLOYMENT: Twelve-month year.

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EVALUATION

DATE: June 18, 2015

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Factor	Degree	Points	Substantiating Data
1. Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2. Experience	8	120	Five years and over.
3. Judgement	5	50	The job requires the development of procedures.
4. Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5. Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6. Dexterity	4	24	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a secondary consideration.
7. Accountability	5	50	Actions could result in major loss of time or resources; OR cause severe embarrassment within the organization and have serious impact on its public image.
8. Safety of Others	1	8	Little degree of care required to prevent injury or harm to others.
10. Contacts	6	60	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
11. Disagreeable Conditions	2	20	Minor conditions with little exposure.
TOTAL POINTS		449	

APPROVED

C.U.P.E., Local 459

School District No. 62 (Sooke)