

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: ADSS Advising Centre Clerical  
LOCATION: Alberni District Secondary School  
REPORTS TO: Administrative Officer (Principal)  
DATE: July 2021

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## **SUMMARY**

Under the general direction of the Principal or delegate, provide clerical, reception and administrative support services to the Advising Centre and the school, maintaining the confidentiality of student records.

## **DUTIES**

Under minimum supervision, duties may include:

1. Perform a variety of clerical duties, including composing routine correspondence, typing letters, reports, documents, and record collection of moneys for the Advising Centre Staff and Main Office as required.
2. Provide telephone and personal reception services for the Advising Centre of Alberni District Secondary School.
3. Liaise with government agencies, community employers, the staffs of North Island College, other school district staff, students and the public.
4. Assist Career Education staff with managing and maintain Career Education Programs.
5. Receive, input, update and process data for student applications, placements and related documentation in the student tracking system. Prepare work experience contracts for students and update such experience in the appropriate student database. Retrieve and enter information in the SIS (Student Information System).
6. Receive and compile career and educational materials. Process career resources to allow rapid retrieval and circulation of reference material by students and staff.
7. Prepare and maintain appointment schedules for students to meet with Career Education Staff. Demonstrate and monitor the correct use of computer software programs by students and staff as required. Assist students in the Career Centre computer lab with resumes and letters of application for employment.
8. Create and maintain career-oriented displays as necessary to promote programs and the Advisory Centre.
9. Responsible for the organization of the Graduation Transition Program, GT orientation day and exit interviews.
10. Update the websites on a regular basis.
11. Coordinate and schedule parent-teacher interviews, appointments with Counselors, coordinate and schedule University/Liaison Day, Family Guidance, Health Nurses and Colleges.

12. Register and withdraw students in accordance with school district policies. Establish and update student files, including transfers, transcripts and enrollments.
13. Maintain student Permanent Record cards and files. Research, copy and distribute transcripts and other data for students, post-secondary institutions and other agencies as directed.
14. Mail In-Progress and Interim reports with applicable copies for school personnel.
15. Coordinate scholarship materials.
16. Perform other duties as assigned.

## **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, a recognized Certificate Program in Office Administration or equivalent, and two years of recent experience including basic accounting and purchasing procedures.
2. Demonstrated keyboarding speed of 50wpm.
3. Ability to operate computers and relevant office equipment.
4. Thorough knowledge of spreadsheet and word processing software (MS Office).
5. Occupational First Aid Level I Certificate.
6. Possess knowledge of and be able to interact successfully with the business community.
7. Ability to operate specialty software programs in the Advising Center.
8. Must possess a valid class 5 driver's license.

## **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Secondary Secretary  
LOCATION: Assigned to Secondary Schools  
REPORTS TO: Administrative Officer (Principal/Vice-Principal)  
DATE: July 2021

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### **SUMMARY**

Reporting to the Principal/Vice Principal, the Secretary ensures the efficiency of the office; and performs a variety of clerical, reception and library duties for the school community.

### **DUTIES**

Under minimum supervision, duties may include:

1. Performing a variety of clerical duties including, composing, typing and managing routine correspondence which could include those of confidential matter. Distribute incoming and outgoing mail.
2. Provide telephone and personal reception services for Alberni District Secondary School. Screen visitors to the school and maintain knowledge of parental custody rights.
3. Keep daily student attendance records, calls parents to verify absences. Issues late slips and advises teachers of absences.
4. Maintain a record of staff absences and the arrival and assignment of teachers on call.
5. Orient new teaching and support staff to office policy and procedures, equipment and school operations.
6. Retrieve and enter information in the SIS (Student Information System).
7. Charge and discharge books, periodicals, magazines and learning materials using a manual or computerized system as required.
8. Prepare orders for library materials, record collection of moneys, and check invoices for payment and maintain a variety of records relating to library activities.
9. Maintain additions and deletions to data base in a computer catalogue and maintain circulation records.
10. Monitor library area while the librarians or teachers are temporarily absent or working with individual students and maintain library attendance forms and sign in/out sheets.
11. Implement and oversee distribution and collection of student textbooks. Maintain textbooks, repairs, circulation, cataloguing, and data bases.
12. Operate and troubleshoot office equipment
13. Administer minor first aid to students. Contact parents to pick up injured or sick students. Ensure incident reports are completed.
14. Administer first aid to staff as required by WorkSafe BC.
15. Perform other duties as assigned.

## QUALIFICATIONS

9. Grade 12 graduation or equivalent, a recognized Certificate Program in Office Administration or equivalent, and two years of recent experience including basic accounting and purchasing procedures.
10. Demonstrated keyboarding speed of **50** wpm.
11. Ability to operate computers and relevant office equipment.
12. Thorough knowledge of spreadsheet and word processing software (MS Office).
13. Occupational First Aid Level I Certificate.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Dispatch Clerk  
SECTION: Clerical  
REPORTS TO: District Principal and Assistant Superintendent  
DATE: July 2021

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## **SUMMARY**

Reporting to the Director of Student Support Services and Human Resources, act as dispatcher for assigned substitute employees and input data for the Attendance Tracking System.

## **DUTIES**

1. Act as dispatcher for assigned substitute employees and input data for the Attendance Tracking System.
2. Establish and update student-testing files and District documentation for Student Support Services.
3. Provide primary administrative support services to the Human Resources Department and Student Support Services and Resource Teachers while maintaining confidentiality of student and staff records.
4. Perform a variety of teacher personnel clerical functions including, preparing postings, and receiving posting responses, preparing appointment letters.
5. Receive and record all teacher LOA forms and verify these to the school semi-monthly report of teacher absences. Make charges to the appropriate accounts.
6. Perform other duties as assigned by District Staff.

## **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, one-year current formal bookkeeping or clerical training, and one-year recent clerical experience.
2. Demonstrated keyboarding speed of 50 wpm.
3. Ability to operate computers and relevant office equipment.
4. Thorough knowledge of spreadsheet and word processing software (MS Office).

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: District Secretary/Student Information Systems Coordinator  
SECTION: Clerical  
REPORTS TO: District Administrators  
DATE: July 2021

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## **SUMMARY**

Under the direction of District Administrators, perform office administrative duties to support District programs.

## **DUTIES**

1. Possess a good working knowledge of Student Information System (SIS) and assume responsibility to provide L1 help desk support for SIS and be the contact for L 2 help desk on unresolved issues.
2. Perform associated SIS ministry reporting processes.
3. Coordinate and provide ongoing training and support for district end users on SIS (including student and parent portals).
4. Maintain District Technology purchases and inventory (ie. Hardware, software, licenses, etc.).
5. Maintain district student and program information;
  - a. Collect and collate information received from schools
  - b. Organize information accurately for district and ministry reporting
6. Adhere to procedures that meet FOIPA requirements regarding confidential student and staff information.
7. Provide back up support for the School District Dispatch (starting at 6:00 a.m.) for assigned substitute employees and input data for the Attendance Tracking System.
8. Perform other duties as assigned.

## **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, a recognized Certificate Program in Office Administration or equivalent, and two years of recent clerical experience including basic accounting and purchasing procedures.
2. Demonstrated Keyboarding speed of 50 wpm.
3. Thorough knowledge of general accounting and office productivity software.
4. Significant experience with current SIS programs.
5. Ability to operated computers and relevant office equipment.
6. Thorough knowledge of spreadsheet and word processing software (MC Office).

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

**Title:** Senior Accounts Clerk  
**Section:** Board Office  
**Reports To:** Controller  
**Date:** July 2021

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## **Summary**

Reporting to the Secretary Treasurer, the Senior Accounts Clerk prepares and processes District Accounts using an integrated financial software system. The Senior Accounts Clerk is responsible for ensuring that all aspects of accounting are handled in a timely and efficient manner in compliance with Board Policies and Statutory accounting requirements.

## **Duties**

1. Responsible for Accounts Payable:
  - ensure invoices are coded, authorized and paid at specified due dates
  - maintain accurate vendor records
  - respond to District and Vendor queries in an expedient and professional manner
2. Responsible for Accounts Receivable:
  - prepare invoices on a routine basis
  - maintain accurate receivable records
  - reconcile and follow up on outstanding accounts
3. Prepare month end payroll/accounting reconciliation
4. Liaise with Accounts Clerk regarding Accounts Payable/Receivable
5. Post journal entries and budget entries
6. Perform year end procedures
7. Maintain Finance Section records and files
8. Provide assistance and backup for the Controller and perform a variety of other duties, including petty cash, bank deposits and Transportation Assistance/Boarding Allowance
9. Responsible for day-to-day operation of Financial Accounting System
10. Perform other job-related duties as assigned.

## **Qualifications**

1. Grade 12 graduation supplemented by current formal post-secondary accounting courses and recent accounting experience totaling at least five years. Training and experience may be substituted provided the following minimums are achieved:
  - a) Accounting courses that qualify for completion of the first year of the CMA or CGA program
  - b) Two full time years of recent related accounting experience
2. Demonstrated keyboarding speed of 50 wpm
3. Ability to operate computers and relevant office equipment.
4. Thorough knowledge of spreadsheet and word processing software (MS Office).

## **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Library Clerk  
LOCATION: USS  
REPORTS TO: School Principal  
DATE: July 2021

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### **SUMMARY**

Provide curricular assistance and clerical support services in a school library.

### **DUTIES**

Under the general direction of a School Administrator and/or Teacher-Librarian:

1. Assist students in finding specific learning materials whether in electronic, computer or printed form. Make suggestions to students on the location of library resources.
2. Perform a variety of specialized library clerical duties, e.g. process loans, maintain reference materials, repairs, circulation, cataloguing, etc.
3. Charge and discharge books, periodicals, magazines and learning materials using a manual or computerized system as required.
4. Prepare displays of learning materials.
5. Prepare orders for library materials, record collection of moneys, and check invoices for payment and maintain a variety of records relating to library activities.
6. Maintain additions and deletions to data base in a computer catalogue and maintain circulation records.
7. Supervise students during lunch and other breaks. Monitor library area while the librarians or teachers are temporarily absent or working with individual students.
8. Maintain library orderliness; generally keeping the learning area tidy.
9. Maintain library attendance forms and sign in/out sheets.
10. Assist teachers in locating materials or respond to requests to order materials from district resource centre. Reserve audio visual equipment for staff
11. Additional secretarial duties as assigned.

### **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, one year of current formal secretarial/clerical training, and one year of recent experience.
2. Demonstrated keyboarding speed of 50 wpm.
3. Ability to operate standard office equipment.
4. Ability to operate computers and relevant office equipment.
5. Thorough knowledge of spreadsheet and word processing software (MS Office).
6. Working knowledge of basic accounting/bookkeeping procedures.
7. Working knowledge of basic purchasing procedures.
8. May be required to maintain a Level I First Aid Certificate.



# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Payroll Clerk  
LOCATION: Board Office  
REPORTS TO: Controller  
DATE: July 2021

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## **SUMMARY**

Reporting to the Secretary Treasurer or Delegate, the Payroll Clerk is responsible for the preparation of one or more of the District payrolls, using a computerized payroll system. High task volume, high attention to detail, and working with constant deadlines characterizes the work of the Payroll Clerk. The Payroll Clerk works with little direct supervision and uses own initiative to resolve day-to-day issues that typically arise in the efficient production of the payrolls on schedule. The Payroll Clerk may work with other payroll staff to ensure that all aspects of the payroll function are completed in compliance with Government requirements, collective agreements and School District policies.

Confidential payroll and employee benefit information is communicated to employees and outside agencies with clarity, tact and diplomacy.

## **DUTIES**

1. Process, verify and reconcile payroll data from internal and external sources to arrive at the appropriate pay; print and distribute cheque and pay statements.
2. Maintain and update employee master files and benefit records on a computerized payroll system. Maintain the payroll database, maintain daily, weekly and annual computer back up files, and implement and test all new payroll software.
3. Prepare and reconcile all documentation to cause payment of payroll deductions and remittances to appropriate agencies and carriers as scheduled and required.
4. Prepare reports and analysis as requested by the district Auditor.
5. Prepare billings and maintain accounts receivable records for benefits due from employees and others.
6. Verify employment data from internal departments including Human Resources and Dispatch. Respond to enquiries as requested.
7. Respond to enquiries for employment data from external agencies including HRDC, WCB and BC Pension Corporation.
8. Process and reconcile data for annual reports including T4's, annual pension reports and records of employment.
9. Maintain payroll, benefit and personnel files.
10. Assist Human Resources to process Criminal Record Check forms.
11. Maintain employee records for sick leave, vacation and banked overtime entitlement accruals.
12. Monitor benefits coverage for employees. Assist employees to prepare forms to ensure appropriate benefits.
13. Provide assistance to employees for short and long term illness. Complete the carrier application

forms as appropriate and respond to queries from the carriers and agents.

14. Assist employees retiring or terminating with pension calculations and purchase of past service, calculate appropriate termination and/or severance payments, and facilitate the transfer of benefits as appropriate.
15. Process completed employee appointment forms and letters to establish placement on salary schedules or wage rate. Collect required forms from new employees to set up benefits and deductions.
16. Maintain employee benefit records. Advise the carriers of all changes. Respond to queries from employees as appropriate.
17. Assist surviving family members with benefit claims. Prepare documents for appropriate agencies for deceased employees.
18. Be aware of regulatory and technical changes affecting payroll and benefits; advise supervisor of these changes with the objective of ensuring the payroll and benefit functions are correctly completed with the utmost efficiency.
19. Maintain a supply of payroll & benefit forms and supplies.
20. Perform other job-related duties as assigned.

## **QUALIFICATIONS**

1. Grade 12 graduation.
2. A combination of current training and experience totalling five years including a minimum of two years of related payroll experience and one year of formal clerical/secretarial training, and the completion of the first year education requirements of the C.G.A. or C.M.A. program. One year of the two years of recent related payroll experience may be substituted by the completion of appropriate payroll courses.
3. Demonstrated keyboarding speed of 50 wpm
4. Ability to learn new office computer software with minimal instruction and keep current with changes.
5. Ability to operate computers and relevant office equipment.
6. Thorough knowledge of spreadsheet and word processing software (MS Office).
7. Demonstrated excellent organizational, interpersonal and communication skills.
8. Physical ability to perform the required duties.
9. Ability and aptitude to work with a high volume of data with precision, skill and accuracy within the established deadlines.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Reception Clerk  
SECTION: Clerical  
REPORTS TO: District Administrators  
DATE: July 2021

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## **SUMMARY**

Under the direction of District Administrators, perform office administrative duties to support District programs

## **DUTIES**

1. Provide telephone and personal reception services for the school board office. Receive and distribute internal and external incoming and outgoing mail. Administer bookings with user groups for facilities. Maintain inventory of school district forms, order and maintain supply and copy room.
2. Assist in the processing of employee and student incident investigation reports, first aid records, and payroll information forms for various agencies. Liaise with School District 23 regarding Claims Management.
3. Compile and create monthly reporting documents for District Health & Safety Committee.
4. Assists with the organization of training, hearing tests, and hazardous waste materials disposal for School District staff/locations.
5. Match invoices with purchase orders, input data, and file for Operations Department.
6. Provide backup for the Senior Accounts Clerk and Dispatch (starting at 6:00 a.m.) for assigned substitute employees and input data for the Attendance Tracking System.
7. Provide support for District First Nations Programs and Bamfield Community School.
8. Perform other duties as assigned by District Staff.
9. Perform other duties as assigned.

## **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, a recognized Certificate Program in Office Administration or equivalent, and two years of recent clerical experience including basic accounting and purchasing procedures.
2. Demonstrated keyboarding speed of 50 wpm.
3. Ability to operate computers and relevant office equipment.
4. Thorough knowledge of spreadsheet and word processing software (MS Office).
5. Occupational First Aid Level I Certificate.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: School Administration Systems Operator  
LOCATION: Alberni District Secondary School  
REPORTS TO: Administrative Officer (Principal)  
DATE: July 2021

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## **SUMMARY**

Reporting to the School Principal, provide secretarial, administrative and computer services to the school, maintaining the confidentiality of student records.

## **DUTIES**

Under minimum supervision:

1. Interpret and comply with Ministry procedures for the gathering and maintenance of: student demographics including student identification numbers, Ministry-authorized course codes and credits; student achievement including registration of courses, interim and final marks, graduation requirements, registration of provincial examinations, student transcripts and Post secondary School Choices registrations.
2. Liaise and exchange data with the Ministry via electronic data transfers and other means.
3. Input, maintain and retrieve a variety of statistical data and reports such as teacher and student timetables, class lists, homeroom lists, mark entry verification reports, course loadings, master timetable schedules, and current and historical course files.
4. Create and print course attendance scan forms for teaching staff as scheduled. Provide student attendance reports as required.
5. Maintain liaison with district staff, Administrators and Counselors of ADSS and elementary schools in the Alberni Valley, to ensure a smooth transition of student data and grade placement to be integrated and maintained at ADSS.
6. Perform a variety of secretarial duties, including composing routine correspondence and typing letters, reports and documents.
7. Answer telephone and personal inquiries and secure and supply routine information and assistance.
8. As directed, maintain the student information system at ADSS. Typical duties include liaison with all staff, school year initiation, data input for master timetable, and student programming.
9. Register and withdraw students in accordance with school district policies. Establish and update student files, including transfers, transcripts and enrollments.
10. Liaise with district staff and NEWs to secure accurate demographic and status information for First Nations students and provide attendance reports and academic progress reports.
11. Communicate with administrators, teachers, parents, students and district staff to ensure computer data is correct.
12. Compile and report Ministry of Education Student Data Collection requirements.

13. Orient and assist administrative, teaching and support staff with My Ed program operations.

## **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, one year of current formal secretarial/clerical training, and two years of recent experience.
2. Demonstrated keyboarding speed of 50 wpm.
3. Ability to operate computers and relevant office equipment.
4. Thorough knowledge of spreadsheet and word processing software (MS Office).
5. Thorough knowledge of MyEd.
6. Have proficient knowledge of computer applications operating from a local and wide area network (LAN and WAN).
7. Have good knowledge of the Provincial Examination Procedures and regulations for Graduation Requirements.
8. May be required to maintain a Level I First Aid Certificate.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: School Secretary –EALC/USS Secretary  
LOCATION: Assigned to Schools  
REPORTS TO: Administrative Officer (Principal)  
DATE: July 2021

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## **SUMMARY**

Reporting to the Principal, the Secretary organizes the business office of the school; maintains confidential student records, maintains the school accounting systems, performs a variety of secretarial duties for the school staff, and reception services for the school.

## **DUTIES**

Under minimum direct supervision:

1. Input, maintain and retrieve data such as student schedules, attendance, teacher timetables, report cards, student marks and student demographic information. Produce reports using current school software. Where appropriate, maintain liaison with ADSS Secretary/Computer Assistant to facilitate effective and efficient transfer of student data.
2. Register and withdraw students in accordance with school district policies. Establish and update student files, including transfers, transcripts and enrollments.
3. Review the monthly school expenditure statement to budget and report discrepancies. Monitor expenditures and purchasing transactions to ensure consistent with policy. Ensure expenditures are properly authorized.
4. Account for school-based funds. Receive funds, issue receipts, prepare and make bank deposits, make payments via cheque and petty cash, post and balance the general ledger, reconcile the bank to the ledger, and prepare regular accounting statements.
5. Assist with the collection of monies for school-based functions. Receive and count cash, issue receipts, prepare and make bank deposits.
6. Maintain petty cash accounts.
7. Prepare GST rebate reports.
8. Maintain a record of student fees and outstanding monies owing; follow up as required.
9. Retrieve and enter information in the SIS (Student Information System).
10. Prepare correspondence, newsletters and brochures for staff. Compose routine correspondence; type, file and maintain a variety of confidential and non-confidential materials.
11. Answer inquiries and relay messages from parents, students, public and other staff by telephone or in person. Screen visitors to the school and maintain knowledge of parental custody rights.
12. Keep daily student attendance records (and calls parents to verify absences in schools where the Safe Arrival Program is used). Issues late slips and advise teachers of absences. Advise Principal of unexcused absences and attendance concerns.

13. Order classroom and office supplies and services. Receive and ensure accuracy of incoming orders and report discrepancies to the supplier. Check invoices for accuracy and approve for payment.
14. Maintain an adequate supply of office and general supplies.
15. Sort and distribute incoming mail. Prepare outgoing mail and deliver to post office.
16. Orient new teaching and support staff to office policy and procedures, equipment and school operations. Assist staff with the use of computer office software.
17. Operate and troubleshoot fax and photocopier machines.
18. Administer minor first aid to students. Contact parents to pick up injured or sick students. Ensure incident reports are completed.

### **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, one year of current formal secretarial/clerical training, and two years of recent experience.
2. Demonstrated keyboarding speed of 50 wpm.
3. Ability to operate computers and relevant office equipment.
4. Thorough knowledge of spreadsheet and word processing software (MS Office).
5. Working knowledge of basic accounting/bookkeeping procedures.
6. Working knowledge of basic purchasing procedures.
7. May be required to maintain a Level I First Aid Certificate.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: School Secretary - Elementary  
LOCATION: Assigned to Schools  
REPORTS TO: Administrative Officers  
DATE: July 2021

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## **SUMMARY**

Reporting to the Principal, the Secretary ensures the efficiency of the office; maintains confidential student records, maintains the school accounting systems, performs a variety of clerical and reception duties for the school community.

## **DUTIES**

Under minimum direct supervision:

1. Performing a variety of clerical duties including, composing, typing and managing routine correspondence which could include those of confidential matter. Distribute incoming and outgoing mail.
2. Answer inquiries and relay messages from parents, students, public and other staff by telephone or in person. Screen visitors to the school and maintain knowledge of parental custody rights.
3. Keep daily student attendance records and/or issue late slips and advise teachers of absences. Advise Principal of unexcused absences and attendance concerns.
4. Input, maintain and retrieve data such as student schedules, attendance, teacher timetables, report cards, student marks and student demographic information. Produce reports using current school software. Where appropriate, maintain liaison with receiving school to facilitate effective and efficient transfer of student data. Perform duties related to StrongStart Centers as required.
5. Register and withdraw students in accordance with school district policies. Establish and update student files, including transfers, transcripts and enrollments.
6. Maintain school-based accounts including receiving funds, issuing receipts, bank deposits and processing of invoices.
7. Retrieve and enter information in the SIS (Student Information System).
8. Review the monthly school expenditure statement to budget and report discrepancies. Monitor expenditures and purchasing transactions to ensure consistent with policy. Ensure expenditures are properly authorized.
9. Orient new teaching and support staff to office policy and procedures, equipment and school operations. Assist staff with the use of computer office software.
10. Order classroom and office supplies as requested.
11. Operate and troubleshoot office equipment
12. Administer minor first aid to students. Contact parents to pick up injured or sick students. Ensure incident reports are completed.



13. Administer first aid to staff as required by WorkSafe BC.
14. Perform other duties as assigned.

### **QUALIFICATIONS**

1. Grade 12 graduation or equivalent, a recognized Certificate Program in office Administration or equivalent, and two years of recent experience including basic accounting and purchasing procedures.
2. Demonstrated keyboarding speed of 50 wpm.
3. Ability to operated computers and relevant office equipment.
4. Thorough knowledge of spreadsheet and word processing software (MS Office).
5. Occupational First Aid Level I Certificate.