

**SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)**  
**Phone: (250) 398-3812 Email: [iuoepost@sd27.bc.ca](mailto:iuoepost@sd27.bc.ca)**

November 6, 2023

EXTERNAL

Posting #: S-2023-198 PERMANENT

Position: RURAL ELEMENTARY SECRETARY

Location: Dog Creek Elem/Junior Sec.  
10 mos., 13 hours/week.

Duration: Effective date to be determined.

The successful applicant will be trained on MyEducation BC upon hire.

Rate of Pay: Level 1: 28.98  
Level 2: 32.19

Threshold Qualifications:

- completion of Grade 12
- experience and/or training working with students in an elementary school setting
- successful completion of MyEducation BC training
- knowledge and experience completing required ministry forms including 1701's, Nominal Roll
- knowledge and experience completing required Board Office forms, including, timesheets, photocopier read out, and Visa transaction log, monthly site based accounting reconciliation forms, Aboriginal monthly report forms
- knowledge and experience working with School District site-based accounting system
- proficiency in the use of Microsoft Office (Word, Spreadsheets)

Duties Include, but are not limited to:

- data entry on MyEducation BC
- working on computers
- maintaining student records and enrollment data
- reception duties
- ordering of supplies
- handling of cash
- monthly bank reconciliations and bank deposits
- working well independently
- communicating effectively with staff, students, and parents
- organizing workload in an efficient manner
- other duties as assigned by the Principal

Fringe benefits are as provided in the current Union Agreement. Union membership is a condition of employment.

New applicants are encouraged to submit a comprehensive resume, including 3 work-related references, via email to [iuoepost@sd27.bc.ca](mailto:iuoepost@sd27.bc.ca).

Alternatively, submissions may also be dropped off or mailed to the following address:

School District 27 Administration Office  
350 2. Avenue North  
Williams Lake, BC V2G 1Z9

**School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.**