

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)

Phone: (250) 398-3812 Email: iuoepost@sd27.bc.ca

October 15, 2024

EXTERNAL POSITION

Posting #: S-2024-0174 PERMANENT

Position: SCHOOL SECRETARY

Location: MARIE SHARPE ELEMENTARY SCHOOL
10 mos., 28.0 hours/week.

Duration: Effective date to be determined. Schedule to be determined in consultation with school administration.

Rate of Pay: Level 1: 29.85
Level 2: 33.16

Threshold Qualifications:

- Completion of Grade 12 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, travel allowance claim forms, petty cash forms, cheque Requisitions, Visa transaction log
- 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
- Monthly calendars and newsletters
- First Aid (general)
- Working well independently
- Communicating effectively with staff, students, and parent
- 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.

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

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

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