

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)

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

December 6, 2024

EXTERNAL POSITION

Posting #: S-2024-0243 TEMPORARY

Position: RECORDS SECRETARY

Location: LAKE CITY SECONDARY SCHOOL

12 mos., 35.0 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
- Experience and/or training working with students in a school setting
- Extensive knowledge of MyEducation BC and successful completion of MyEducation BC secondary school training
- Knowledge and experience with TRAX (submission of marks to the Ministry)
- Knowledge of graduation requirements

Duties Include, but are not limited to:

- Working on MyEducation BC
- Responsible for student registration and withdrawal on MyEducation BC
- Maintaining student records and enrollment data
- Entering and maintaining school's master timetable on MyEducation BC
- Maintaining student marks and submitting to the Ministry, including Grade 12 marks and transcripts
- Downloading and distributing Provincial exam results from Ministry
- Support staff timesheets
- Editing and running Student Report Cards
- Responsible for School Programming Booklet
- Assisting administration with attendance and withdrawal correspondence
- Assisting with telephone and student services
- Organizing workload in an efficient manner

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 2 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.