

**SCHOOL DISTRICT NO. 63  
(SAANICH)**

**JOB DESCRIPTION**

**CLASSIFICATION**

Clerical

**POSITION**

Distance Education Secretary

**SUMMARY**

Under limited direction of the School Administrator or Administrative Assistant, provides office administrative support for one or more school departments.

**DUTIES**

- Completes registration processes/creates accounts for courses (e.g. Mathhelp) where content is accessed through an external site.
- Liaises with District IT support (heat tickets and emails) to resolve technical issues for students, teachers, counsellors and staff.
- Liaises with the Ministry of Education to provide summer reporting final grades, TRAX submission, grade correction.
- Coordinates sending, receiving and distribution of internal and external mail processes.
- Maintains the events calendar "to include booking rooms within the building as requested by staff".
- Adaptations of grade submission process to accommodate larger numbers of students
- Liaises with public and private post-secondary institutions (counsellors, teachers, office staff) clarifying student status, course registration.
- Provides documentation to legal offices for educational verification
- Generates reports, assists with data collection and completes letters.
- Manages student information and course resources, maintains electronic and physical files, scans and copies materials and documents, and processes student resource requests.
- Submits reports to institutions and students on withdrawal processes using the School and Ministry databases.
- Receives inquiries in person, by telephone and email; processes resource pick-ups, deposits and returns and books appointments.
- Coordinates tests, both in-house and for other institutions and provides support for provincial exams.
- Coordinates school billing (tuition for courses, etc.).
- Coordinates payment processes (e.g. student deposits/tuition, banking reports, petty cash requests, etc.).
- Provides administrative support:
  - Assists administrators, counsellors and teachers with clerical support as required, including letters, filing, course development support, etc.
  - Maintains handbooks
  - Creates contact lists
  - Creates master forms
  - Maintains the events calendars
  - Assists in production of course development resources

- Assists counsellors with grad checks and student learning plans
- Assists with photocopier maintenance, including contacting the supplier
- Attends on-site clerical and other staff meetings as required and records minutes.

*\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

### **QUALIFICATIONS**

- Grade 12 education
- Office Administration Certificate
- Two years of related experience
- Minimum word processing speed 50 W.P.M.
- Working knowledge of general office procedures
- Working knowledge of the BC Graduation Requirements
- Working knowledge of Ministry requirements for 1701 and SADE data collection and school/district/ministry reporting procedures
- Working knowledge of electronic information systems (Student Information Systems and DL Learning Management Systems)
- Working knowledge of hardware/software required for school information and reporting processes

*\* Or equivalent combination of training and experience.*

### **DESIRABLE SKILLS**

- Knowledge of Distance Education procedures
- Demonstrated effective communication skills

### **DATE**

April 2023