

TITLE: SECRETARY – LEARNING SERVICES
SECTION: Learning Services
REPORTS TO: Learning Services District Administrative Assistant

#086

SUMMARY

Under the general direction of the Learning Services Administrative Assistant or designate, performs a variety of technical secretarial and reception services to support the education specialists in the Learning Services Section. Some duties of this position are complex requiring accuracy as the information is used for the district's Operating Budget from the Ministry of Education for Special Education funding.

DUTIES

1. Processes and maintains all School District 68 student eligibilities in BCeSIS, which directly provides funding from the Ministry of Education for designated students..
 2. Processes all "Consultation Requests" for students in the district that require services from the Learning Services staff and Resource Teachers.
 3. Receives a variety of confidential reports from the district Psychologists, Speech and Language Pathologists, and Resource Teachers, either electronically or hand written, which often include medical/psychological, legal, and technical language, charts, and schedules. Processes these reports, utilizing a personal computer and word processing software, and distributes them to the parents, appropriate schools, and often other agencies and/or doctors.
 4. Provides clerical support for a staff of approximately 55 people, which includes Resource Teachers, School Psychologists, Speech and Language Pathologists, Elementary Counsellors, and Child, Youth, and Family Support Workers.
 5. Provides reception and information services regarding program/departmental procedures and practices by telephone liaison, greeting and advising visitors, and responding to routine inquiries.
 6. Performs clerical duties at the request of the Learning Services District Administrative Assistant which includes, but is not limited to, the creation and maintenance of various databases and spreadsheets, as well as data input for various district surveys.
 7. Maintains all Learning Services student files for the district, which contain highly confidential material.
 8. Receives, distributes, and stores office supplies for the use of all Learning Services staff.
 9. Assists Learning Services staff with the functionality of all office equipment, including printers, the photocopier and the fax machine. This may entail troubleshooting until the problem is solved or a request to the appropriate department via the school district's SDesk program.
 10. Receives and distributes all mail and correspondence received through the district courier system to Learning Services staff, which includes transporting all appropriate packages, boxes, and mail to and from the DAC and DAC Annex buildings, and receiving materials that are designated for the District Life Skills class housed at NDSS.
 11. Receives, distributes, and files all outside agency reports for students within the district.
 12. Receives and collates all student suspension letters for all schools within the district.
 13. Is responsible for the resources housed at the DAC Annex, which includes cataloguing of resources and equipment, filling requests by retrieving and packaging material for distribution through the District courier, checking in resources as they are returned, and giving assistance to users as to how this procedure works.
 14. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High School graduation or the equivalent.
- Completion of the Applied Business Technology Certificate for Administrative Assistants and over 1 year related experience or an equivalent combination of training and experience.
- Demonstrated ability to operate all Microsoft Office products in a Windows environment.
- Excellent grammar, spelling and punctuation skills.
- Minimum keyboarding speed of 60 cwpm
- Ability to operate standard office equipment, including a personal computer, data entry terminal, photocopier, laminating machine and fax machine.
- Excellent interpersonal and communication skills.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Ability to perform duties independently with speed and accuracy and to work effectively under pressure.

JE: August 1990/1992.01.28/1993.08.19/1994.12.01/2012.11.08

School District 68 (Nanaimo-Ladysmith)