

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: April 19, 2024

SUBJECT: JOB POSTING #2023-88

The Human Resources Office will accept applications up to **Friday, April 26, 2024 - Noon** - for the following position:

SECRETARY 1 – Prince Rupert Middle School

Full-time temporary position, 7.0 hours per day, effective immediately, until July 5, 2024. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is according to pay band 4 on the Consolidated Pay Equity Pay Scale of the Collective Agreement.

Job Summary:

An employee who is responsible for performing secretarial and office support duties. The school principal will determine which specific duties will be assigned.

Brief Job Description:

- a) Works closely with and reports to school administration and counsellors regarding student support services.
- b) Maintains student filing and correspondence.
- c) Maintains student records.
- d) Requests/forwards student records as students register or withdraw.
- e) Keeps student demographics up to date in the school system.
- f) Updates timetable changes in the school system and advises appropriate staff.
- g) Updates computer and staff of student registrations and withdrawals.
- h) Co-ordinates student use of the time-out room.
- i) Provides occasional clerical assistance to staff.
- j) Prepares, maintains and administers computer data base for Ministry Trax transfers.
- k) Maintains Grade 12 eligibility list for Ministry documentation.
- l) Maintains Career Preparation data in school system.
- m) Monitors locker distribution.
- n) Performs other related duties as assigned or required.

Job Requirements

- a) Grade 12 or equivalent.
- b) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- c) Computer literacy and basic computer skills (60 wpm) required.
- d) Good organizational and inter-personal skills.
- e) Good working knowledge of business procedures, the rules of grammar, spelling and punctuation.

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- f) Knowledge of Ministry of Education Graduation requirements.
- g) Ability to operate office equipment.
- h) Good communication skills – must be able to communicate clearly, to understand and follow directions and to prioritize tasks.

**** THE INTERNAL JOB POSTING APPLICATION IS TO BE COMPLETED ****

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