



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-01

LIBRARY ASSISTANT

Location: All

SUMMARY:

Under the direction of the teacher-librarian, the supervision of the Administrative Officer or designate and the evaluation of the Administrative Officer(s), provides clerical support in school libraries.

DUTIES:

- Receives, records and processes requests for books and materials and monitors overdue materials, sometimes utilizing a personal computer.
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, record keeping, inventory and typing documents, purchase orders, book cards, spine labels, lists and correspondence.
- Receives and unpacks deliveries, shelves products, conducts inventory.
- Assists in the preparation of library materials by sorting, processing, repairing and shelving.
- Monitors budget information and prepares month-end statistic reports.
- Assists students and teachers to locate materials.
- Assists with student supervision in the library.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Successful completion of the District Clerical test
- Familiarity with library procedures
- Ability to operate standard office equipment

Qualifications Continued:

- Working knowledge of word processing and database management programs on a computer

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 7, 1994
Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher
President

February 3, 1994
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-04

**ELEMENTARY ADMINISTRATION
ASSISTANT 1**

Location: Single Person Office

SUMMARY:

Under the direction, supervision and evaluation of the Principal or designate, provides clerical and bookkeeping services and ensures the efficient operation of the school office.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, purchase orders and correspondence.
- Secures casual workers, as required, and completes record keeping for District office.
- Produces reports as required, including those from computerized attendance/scheduling programs.
- Registers new students; maintains student information and records; requests and forwards student files.
- Administers minor first aid to students; monitors students in the office.
- Enters attendance initially and may operate call back system; monitors operation of telephone tree.
- Maintains a sufficient level of supplies and materials for the school.
- Monitors school budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Maintains school trust accounts including collection of cash, issuing receipts and cheques, depositing funds, month-end balancing and bank reconciliation.
- Disburses and reconciles Petty Cash account and requests reimbursement from Board Office.
- Assists in the preparation of report cards for distribution.
- Assists in the arrangement of special events (field trips, open houses, school leaving ceremonies, parent-teacher interviews).
- Answers inquiries and provides assistance to students, teachers and general public; may direct and advise other employees (e.g.; photocopier, fax machine, completion of forms).
- Other duties may be included based on appointment (i.e. Library)

- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

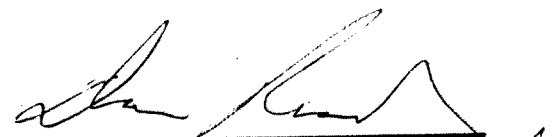
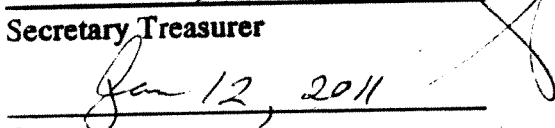
QUALIFICATIONS:

- Grade 12 education or the equivalent
- Entry level bookkeeping/accounting course (equivalent to first year college)
- Minimum of two years office experience
- Successful completion of the District Clerical tests
- Detailed knowledge of word processing, database management and spreadsheet programs

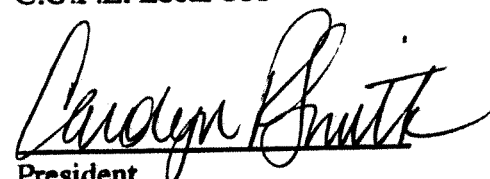
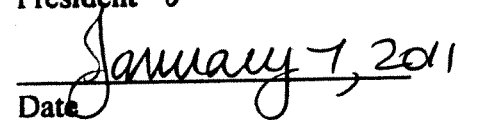
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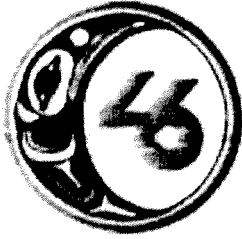
APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary Treasurer

Date

On behalf of:
C.U.P.E. Local 801


President

Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-06

SECONDARY OFFICE ASSISTANT 1

Location: Secondary Schools

SUMMARY:

Under the direction of the senior administration assistant and the supervision and evaluation of the Principal or designate, provides basic clerical services.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents and correspondence and receiving cash.
- Registers new students; maintains student information and records; requests and forwards student files as required.
- Enters student details and attendance, generates reports and may program the automated call-back system as required.
- Answers inquiries and provides assistance to students, teachers and general public.
- Administers minor first aid; monitors students in the office.
- Assists with the preparation, collation and distribution of report cards.
- Schedules parent/teacher interviews if required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafeBC safety procedures.
- May be required to perform other job related duties as assigned.


QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Successful completion of the District Clerical Test
- Minimum of one year office experience
- Ability to operate standard office equipment
- Working knowledge of word processing and database management programs on a computer


N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

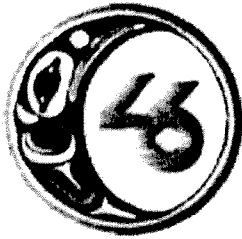
APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary Treasurer
SEPTEMBER 14, 2011
Date

On behalf of:
C.U.P.E. Local 801


President
July 18, 2011
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-07

SECONDARY OFFICE ASSISTANT 2

Location: Secondary Schools

SUMMARY:

Under the direction of the senior administration assistant and the supervision and evaluation of the Principal or designate, provides basic clerical services.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents and correspondence and receiving cash.
- Registers new students; maintains student information and records; requests and forwards student files as required.
- Enters student details and attendance, generates reports and may program the automated call-back system as required.
- Answers inquiries and provides assistance to students, teachers and general public.
- Administers minor first aid; monitors students in the office.
- Inputs report card data, produces confirmation reports, produces report cards, proof reads, collates and prepares for distribution.
- Maintains student timetables and updates as required.
- Registers students for Provincial Exams as required
- Generates month-end and year-end reports from computerized attendance/scheduling programs and performs computer back-up.
- Schedules parent/teacher interviews if required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafeBC safety procedures.
- May be required to perform other job related duties as assigned.

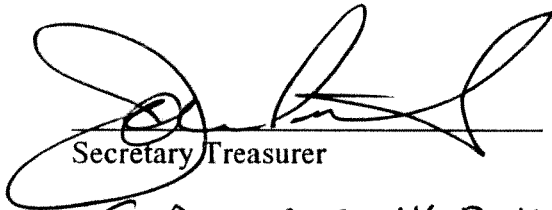
QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Successful completion of the District Clerical Test
- Minimum of one year office experience
- Ability to operate standard office equipment
- Working knowledge of word processing and database management and spreadsheet programs on a computer
- Working knowledge of computerized attendance/scheduling programs

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)



Secretary/Treasurer

SEPTEMBER 14, 2011
Date

On behalf of:
C.U.P.E. Local 801



President

JULY 18, 2011
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-08

SECONDARY ADMINISTRATION ASSISTANT I

Location: Single Person Office

SUMMARY:

Under the direction, supervision and evaluation of the Administrative Officer, provides clerical and bookkeeping services and ensures the efficient operation of the school office.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, District stock requests and correspondence.
- Monitors school budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Maintains school Trust accounts including collection of cash, issuing receipts and cheques, depositing funds, month-end balancing and bank reconciliation.
- Answers inquiries and provides assistance to students, teachers and general public; may direct and advise other employees (e.g.; photocopier, fax machine, completion of forms).
- Maintains and balances the Petty Cash fund and requests reimbursement from the Board Office.
- Secures casual workers, as required, and completes record keeping for District office.
- Registers new students; maintains student information and records; requests and forwards student files as required.
- Inputs report card data, produces confirmation reports, produces report cards, proof reads, collates and prepares for distribution.
- Maintains student timetables and updates as required.
- Administers minor first aid to students; monitors students in the office.
- Schedules parent/teacher interviews.
- Assists in the arrangement of special events (field trips, open houses, school leaving ceremonies).
- Enters attendance and operates call back system.
- Generates month-end and year-end reports from computerized attendance/scheduling programs and performs computer backup.
- Maintains a sufficient level of supplies and materials for the school.
- Other duties may be included based on appointment (i.e. Library, Speech and Language Clinic).
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.

Duties Continued:

- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Grade 12 level bookkeeping/accounting course or equivalent
- Minimum of four years office experience
- Detailed knowledge of word processing, database management and spreadsheet programs on a computer
- Successful completion of the District Clerical test
- Ability to operate standard office equipment
- Detailed knowledge of computerized attendance/scheduling programs

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

[Signature]
Secretary-Treasurer

FEB - 7 1994
Date

On behalf of:
C.U.P.E. Local 801

[Signature]
President

February 2/94
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-09

SECONDARY ADMINISTRATION ASSISTANT II

Location: Multi-person Office

SUMMARY:

Under the direction, supervision and evaluation of the Administrative Officer(s), provides clerical and bookkeeping services, directs other office staff and ensures the efficient operation of the school office.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, District stock requests and correspondence.
- Monitors school budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Maintains school Trust accounts including collection of cash, issuing receipts and cheques, depositing funds, month-end balancing and bank reconciliation.
- Secures casual workers, as required, and completes record keeping for District office.
- Maintains and balances the Petty Cash fund and requests reimbursement from the Board Office.
- Directs and advises other employees.
- Inputs report card data, produces confirmation reports, produces report cards, proof reads, collates and prepares for distribution.
- Maintains student timetables and updates as required.
- Administers minor first aid to students; monitors students in the office.
- Schedules parent/teacher interviews.
- Assists in the arrangement of special events (field trips, open houses, school leaving ceremonies).
- Answers inquiries and provides assistance to students, teachers and general public.
- Generates month-end and year-end reports from computerized attendance/scheduling programs and performs computer backup.
- Maintains a sufficient level of supplies and materials for the school.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Grade 12 level bookkeeping/accounting course or equivalent
- Minimum of four years office experience
- Detailed knowledge of word processing, database management and spreadsheet programs on a computer
- Successful completion of the District Clerical test
- Ability to operate standard office equipment
- Detailed knowledge of computerized attendance/scheduling programs

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 7, 1994
Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher
President

February 2, 1994
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-13

**MAINTENANCE ADMINISTRATION
ASSISTANT**

Location: School Board Office

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Facilities & Transportation, provides clerical and bookkeeping services and ensures the efficient operation of the Maintenance office.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents and correspondence.
- Monitors maintenance budget including processing of purchase orders, approving invoices for payment, tracking various expenses and charging back to schools when necessary.
- Maintains and balances the Petty Cash fund.
- In the absence of the Manager of Facilities and Transportation, dispatches maintenance workers in response to emergencies.
- Compiles month-end reports from daily time sheets and maintains accurate records for District office.
- Distributes, collects and files completed work orders.
- Updates and distributes manuals and handbooks.
- Answers inquiries from District staff, contractors, suppliers and the general public.
- Reproduces and updates school floor plans and diagrams using blue print program and scanner.
- May direct and advise other employees.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

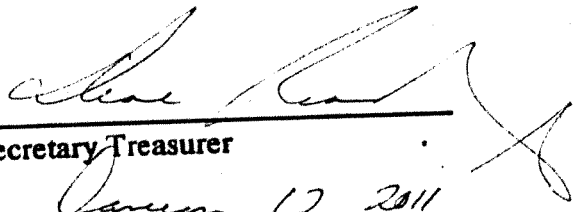
- Grade 12 education or the equivalent
- Entry level bookkeeping/accounting course (equivalent to first year college)
- Minimum of two years office experience
- Successful completion of the District Clerical tests
- Detailed knowledge of word processing, database management and spreadsheet programs.

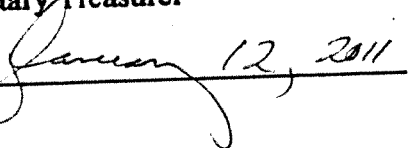
N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:


On behalf of:
School District No. 46 (Sunshine Coast)

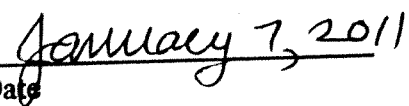
On behalf of:
C.U.P.E. Local 801



Secretary/Treasurer


Date



President


Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-16

FINANCE ASSISTANT

Location: School Board Office

SUMMARY:

Under the direction, supervision and evaluation of the Assistant Secretary Treasurer prepares and processes District accounts payable and accounting data and is the primary district contact for vendors, principals and administration assistants for payables related information.

DUTIES:

- Receives, sorts, reconciles and processes accounts payable and accounting data including all school district Visa accounts.
- Produces cheques and reports and distributes appropriately.
- Performs a variety of clerical duties such as telephone, relaying messages, reception, filing, photocopying, typing documents and correspondence.
- Researches and responds to inquiries from suppliers and District staff regarding accounts.
- Sets up and monitors all necessary land-line and cellular communications for schools and staff.
- Assists with HST processing and receivables as required.
- Updates and distributes manuals and handbooks.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

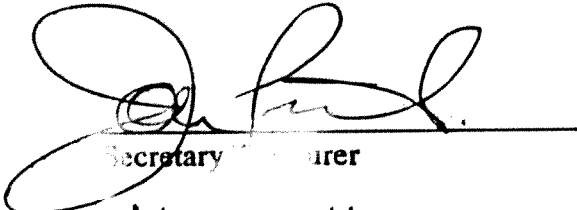
- Grade 12 education or the equivalent
- Entry level bookkeeping/accounting course
- Minimum of three years accounts payable experience
- Successful completion of the District Clerical tests

- Detailed knowledge of word processing, database management and spreadsheet programs.

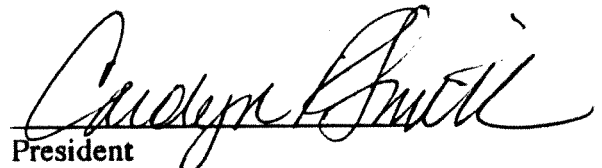
N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)


Secretary/Treasurer
March 16, 2011
Date

On behalf of:
C.U.P.E. Local 801


President
February 18, 2011
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-21

TECHNOLOGY CLERICAL ASSISTANT

Location: District

SUMMARY:

Under the direction, supervision and evaluation of the Manager of Technology, provides clerical and bookkeeping services.

DUTIES:

- Maintains the school district website and corresponding web pages.
- Registers new users on the bulletin board and e-mail systems; maintains user information and records.
- Monitors the department budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Receives requests from school district employees for technological equipment and supplies, locates sources and purchases, including process of purchase orders, approving invoices for payment and charging back to schools when necessary.
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, purchase orders, and correspondence.
- Answers inquiries and provides assistance to students, teachers and general public.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

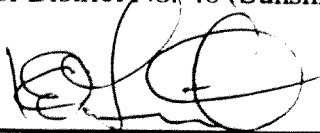
- Grade 12 education or the equivalent
- Grade 12 level bookkeeping/accounting or the equivalent
- Successful completion of the District Clerical tests
- Minimum of two years office experience
- Ability to operate standard office equipment
- Detailed knowledge of word processing, database management and spreadsheet programs, as well as browsers and e-mail

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:

School District No. 46 (Sunshine Coast)



Secretary-Treasurer

March 26, 2002

Date

On behalf of:

C.U.P.E. Local 801



President

April 14, 2002

Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-22

DISPATCH CLERK

Location: School Board Office

SUMMARY:

Under the direction and supervision of the Payroll Manager and Personnel Assistant, and the evaluation of the Assistant Superintendent, operates the Central Dispatch System and performs a variety of clerical duties in other departments including basic accounting, payroll and reception services.

DUTIES:

- Receives telephone and fax requests for on-call workers, organizes and enters absence information into the computerized personnel management system.
- Telephones and dispatches on-call workers throughout the District, including prioritizing placement and reorganizing dispatches when there is a shortage.
- Produces and distributes daily reports of absences and replacements to schools and reconciles differences.
- Ensures accuracy of information entered and notifies supervisors of problems and missing information/documentation.
- Checks and calculates time sheets biweekly; enters information using a data entry terminal; logs sick, vacation and overtime; assists in payroll processing.
- Performs a variety of clerical duties such as telephone, relaying messages, reception, filing, photocopying, typing documents and correspondence.
- Prepares and delivers bank deposits.
- Enters accounts payable and accounting data using a data entry terminal.
- Performs all duties with a high level of interpersonal skills.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Grade 12 level bookkeeping/accounting course or equivalent
- Minimum of two years office experience
- Successful completion of the District Clerical tests

Qualifications continued

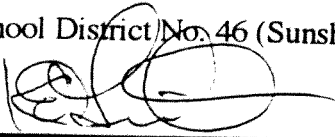
- Ability to operate standard office equipment
- Working knowledge of word processing and database management programs on a computer

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:

School District No. 46 (Sunshine Coast)




Secretary-Treasurer

March 26, 2002
Date

On behalf of:

C.U.P.E. Local 801



President

April 17, 2002
Date



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-23

BOOKING CLERK

Location: School Board Office

SUMMARY:

Under the direction, supervision and evaluation of the Human Resources Officer, works with the Dispatch Clerk to facilitate the after-hours use of schools and District facilities as well as performing a variety of clerical duties in other departments including basic accounting and reception services.

DUTIES:

- Receives telephone and fax requests for facility bookings, enters information into the computerized system, prepares billing information
- Receives payment for bookings, issues receipts, prepares and delivers bank deposits
- Dispatches last minute Custodial replacements daily
- Tracks paperwork for Central Dispatch and Bookings to ensure all backup data is received
- Dispatches replacements for all employee groups when Dispatch Clerk is absent
- Resolves issues with user groups and school personnel to the extent of their authority
- Ensures accuracy of information entered and notifies supervisor of problems and missing information/documentation
- Performs a variety of clerical duties such as telephone, relaying messages, reception, filing, photocopying, typing documents and correspondence.
- Performs all duties with a high level of interpersonal skills.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Worksafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- A basis level bookkeeping/accounting course or equivalent

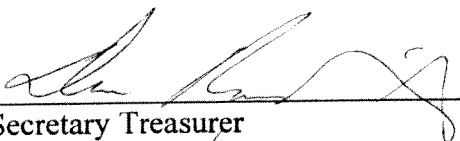
- Minimum one years office experience
- Successful completion of the District Clerical tests
- Ability to operate standard office equipment
- Working knowledge of word processing and database management programs on a computer

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.


APPROVED:

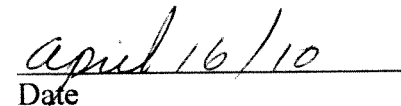
On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801


Secretary Treasurer


President


Date


Date