



## **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 utilizing the district's library software.
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, record keeping, inventory, word processing, purchase orders, bar-coding, spine labels and correspondence.
- Receives and unpacks deliveries, shelves products, conducts inventory.
- Assists in the preparation of library materials by sorting, processing, repairing and shelving.
- 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) / Globally Harmonized System (GHS) and WorkSafe BC.
- 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
- Familiarity with library procedures
- 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

Dec. 7, 2017  
Date

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

  
President

Nov. 21, 2017.  
Date



**School District No. 46 (Sunshine Coast)**

JOB DESCRIPTION #C-03

**ELEMENTARY OFFICE ASSISTANT**

Location: Multi-Person Office

**SUMMARY:**

Under the direction of the Administration Assistant, and the supervision and evaluation of the Principal, provides basic clerical services.

**DUTIES:**

- Performs a variety of clerical duties, such as telephone, reception, mail, filing, photocopying, record keeping, word processing, purchase orders and correspondence.
- Answers inquiries and provides assistance to students, staff and general public.
- Enters student attendance; registers new students; maintains student information using relevant Student Information System software; requests and forwards student files.
- Administers minor first aid to students; monitors students in the office.
- Schedules parent-teacher interviews.
- Updates the school website as required.
- May be required to perform other job-related duties as assigned including (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.

**QUALIFICATIONS:**

- Grade 12 education or the equivalent
- Minimum of six (6) months office experience

- Successful completion of the District Clerical test
- Working 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

DocuSigned by:  
*Mc Weswick*  
BECECB0C286F409

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Secretary-Treasurer  
11/30/2021 | 12:44 PM PST

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Date

DocuSigned by:  
*Janice Evans*  
C1E2C2DE2CBB464

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President  
11/30/2021 | 1:16 PM PST

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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, reception, mail, filing, photocopying, record keeping, word processing, purchase orders and correspondence.
- 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).
- Enters student attendance; registers new students; maintains student information using relevant Student Information System software; requests and forwards student files.
- Produces reports as required, including those from computerized attendance/scheduling programs.
- 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.
- Updates the school website as required.
- Assists in the arrangement of special events (field trips, open houses, school leaving ceremonies, parent-teacher interviews).

- May be required to perform other job-related duties as assigned including (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.

**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

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*Mc Neswick*  
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Secretary Treasurer

11/30/2021 | 12:44 PM PST

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Date

DocuSigned by:  
*Janice Evans*  
C1F2C2DE2CBB464...

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President

11/30/2021 | 1:16 PM PST

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Date



**School District No. 46 (Sunshine Coast)**

JOB DESCRIPTION #C-05

**ELEMENTARY 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, purchase orders, maintenance requests and correspondence.
- Directs and advises other employees.
- Produces reports as required, including those from computerized attendance/scheduling programs; performs computer backup.
- 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.
- Schedules parent teacher interviews.
- 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).

- 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) / Globally Harmonized System (GHS) and WorkSafe BC.
- Other duties may be included based on appointment (i.e. Library).

**QUALIFICATIONS:**

- Grade 12 education or the equivalent
- Entry level bookkeeping/accounting course (college level)
- Successful completion of the District Clerical tests
- Minimum of three years recent office experience
- Ability to operate standard office equipment
- Detailed knowledge of word processing, spreadsheets, database management and desktop publishing computer 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 28, 2017  
Date

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

  
\_\_\_\_\_  
President

March 30, 2017  
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.

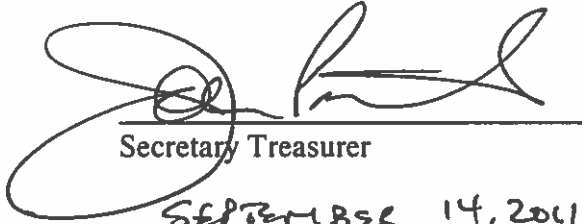
**QUALIFICATIONS:**

- 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 II**

**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), Globally Harmonized System (GHS) and WorkSafe BC 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 two years 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)

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

  
\_\_\_\_\_  
Secretary Treasurer

  
\_\_\_\_\_  
President

December 12, 2012  
Date

Jan 14, 2013  
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 Principal, 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, database maintenance and correspondence.
- Monitors school budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Maintains school Trust accounts including invoicing and collection of cash, issuing receipts and cheques, depositing funds, month-end balancing and bank reconciliation.
- 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 as required.
- Maintains student timetables and updates as required.
- Administers minor first aid to students; monitors students in the office.
- Schedules parent/teacher interviews as required.
- 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.
- 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), Globally Harmonized System (GHS) and WorkeSafe BC.
- May be required to perform other job related duties as assigned.

**QUALIFICATIONS:**

- Grade 12 education or the equivalent
- Entry level bookkeeping/accounting coursework or equivalent work experience.
- Minimum of four years' office experience
- Detailed knowledge of word processing, database management and spreadsheet programs
- Successful completion of the District Clerical tests
- 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)

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

  
\_\_\_\_\_  
Secretary Treasurer

  
\_\_\_\_\_  
President

January 15, 2013  
Date

February 27/13.  
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.
- Receives booking requests from schools for multi-function activity busses. Ensures and verifies documentation required as per National Safety Code.
- 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
- Minimum of two years office experience
- Successful completion of the District Accounting/Clerical test
- 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

July 24, 2019  
Date

  
President

July 4, 2019  
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 Manager of Finance, processes Accounts Payable data and provides reporting assistance to the finance department.

#### **DUTIES:**

- Receives, sorts, reconciles and enters accounts payable and accounting data including all school district purchasing card 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.
- Reviews invoices, researches inquiries and responds to District staff and suppliers regarding vendor accounts and district purchasing regulations.
- Provides schools and departments support with finance related queries.
- Sets up and monitors all necessary land-line and cellular communications for schools and staff.
- Assists with GST processing and receivables as required.
- Collects information, generates reports and reviews for accuracy T4As, subcontractor WCB liability and pre-paid expenses
- 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
- Accounting Certificate course or equivalent coursework

- Minimum of three years accounts payable experience
- Successful completion of the District Accounting/Clerical tests
- Detailed knowledge of word processing, excel spreadsheets and database management

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

July 24, 2019  
Date

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

  
\_\_\_\_\_  
President

July 3, 2019  
Date



**School District No. 46 (Sunshine Coast)**

JOB DESCRIPTION #C-21

**TECHNOLOGY CLERICAL ASSISTANT**

Location: Technology Department

**SUMMARY:**

Under the direction, supervision and evaluation of the District Principal of Technology, provides clerical and general support to the Technology Department.

**DUTIES:**

- Maintains and supports the technology inventory data site including engraving and placing new items into inventory.
- Monitors the Technology Support website, various Social Media sites, and updates the school autodialer systems.
- Assists in deployment of Applications, wifi passwords, and other educational software as required.
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, and correspondence.
- Assists in the refresh of technology in the district including, but not limited to: projector filter cleaning, keyboard cleaning/disinfecting, re-imaging of computers, and other duties as required.
- Loads, unloads, and unpacks equipment as required.
- Answers inquiries and provides assistance to staff.
- 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) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

**QUALIFICATIONS:**

- Grade 12 graduation 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, spreadsheets, database management and desktop publishing computer programs
- Physical capability to perform the job duties

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

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*Mc Weswick*  
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Secretary Treasurer

5/20/2020 | 12:46 PM PDT

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Date

DocuSigned by:  
*Janice Budgell*  
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President

5/20/2020 | 12:34 PM PDT

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Date



## School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-22

### **DISPATCH CLERK**

Location: School Board Office

#### **SUMMARY:**

Under the direction, supervision and evaluation of the Manager of Human Resources, operates the Central Dispatch System and performs a variety of clerical duties in other departments including payroll and reception services.

#### **DUTIES:**

- Receives leave requests and dispatches replacement workers, organizes and enters absence information into the Human Resources Information 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.
- Assists in payroll processing where required.
- 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) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

#### **QUALIFICATIONS:**

- Grade 12 graduation or the equivalent
- Two years office experience
- Successful completion of the District Clerical test
- 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

July 24, 2019  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
President

July 4, 2019  
\_\_\_\_\_  
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.

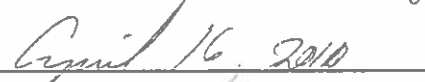
**APPROVED:**


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

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

  
Secretary Treasurer

  
President

  
Date

  
Date



## **School District No. 46 (Sunshine Coast)**

**JOB DESCRIPTION #C-24**

### **STUDENT SUPPORT SERVICES ADMINISTRATION ASSISTANT**

**Location: District**

#### **SUMMARY:**

Duties are performed under the direction, supervision and evaluation of the Principal responsible for Student Support Services. The Student Support Services Administration Assistant provides administrative assistance services and ensures the efficient operation of the Student Support Services 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.
- Maintains a sufficient level of supplies and materials for the office, including resource materials.
- Maintains a record of borrowers from the Special Services library of resources and monitors same (e.g. cushions, slantboards, books, protocols).
- Assists District Specialist staff to schedule appointments in schools and maintains schedules.
- Opens, maintains, and closes student files, and ensures student records are complete, including referral and consent forms.
- Requests and forwards student files, including keeping a records of the transaction.
- Maintains a detailed database of referred students for each specialist.
- Enters data for computerized scoring of student assessments and standardized tests.
- Transcribes and processes specialists' assessment and programming reports, collates and distributes in a timely manner.
- Assists in the arrangement of special events (workshops, in-services, SPARK sessions).
- Registers SPARK and StrongStart Families, maintains contact sheets and email database of registrants.

- Answers inquiries and provides assistance to staff, parents, general public and community agencies.
- Monitors Student Support Services budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Disburses and reconciles Petty Cash account and requests reimbursement from Board Office.
- 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), Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

**QUALIFICATIONS:**

- Grade 12 education or the equivalent
- Minimum of two years office experience
- Successful completion of the District Clerical tests
- Ability to operate standard office equipment, including transcription equipment
- Detailed knowledge of word processing, database management and spreadsheet 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

Jan 11/2013  
 \_\_\_\_\_  
 Date

January 28, 2013  
 \_\_\_\_\_  
 Date



**School District No. 46 (Sunshine Coast)**

**JOB DESCRIPTION #C-25**

**SPECIAL EDUCATION CLERICAL ASSISTANT**

**Location: All Schools**

**SUMMARY:**

Under the direction of the Special Education teacher, and the supervision and evaluation of the Principal, provides basic clerical services.

**DUTIES:**

- Provides clerical support with the maintenance of Special Education student files.
- Performs a variety of clerical duties, such as telephone, relaying messages, transcribing, filing, record keeping, photocopying, typing documents and correspondence.
- Assists with the scheduling of meetings for the Special Education Department.
- 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), Global Harmonized System (GHS) and WorkSafe BC.
- 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
- Ability to operate standard office equipment, including transcription equipment
- Working knowledge of word processing and database management and spreadsheet programs on a computer.

Created: July 1, 2012  
Approved: May 23, 2013

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

Oct 9, 2013

Date

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



President

October 17, 2013

Date



## **School District No. 46 (Sunshine Coast)**

**JOB DESCRIPTION #C-26**

### **DATA SYSTEMS ADMINISTRATION ASSISTANT**

**Location: Technology Department**

#### **SUMMARY:**

Under the direction, supervision and evaluation of the District Principal of Technology, provides administrative data services, performs clerical and bookkeeping duties and ensures the efficient operation of the Technology Department.

#### **DUTIES:**

- Provides training and administrative support for the district Student Information system; inputs data, processes uploads/submissions, produces reports and ensures data quality and compliance with Ministry of Education standards.
- Answers inquiries and provides assistance to district staff and Ministry of Education contacts.
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, purchase orders, and correspondence.
- Maintains an inventory of all technology hardware and software within the district.
- Monitors Technology budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Receives requests from schools/sites for technological equipment and supplies, locates appropriate vendors and purchases.
- Provides support to clerical staff for word processing, spreadsheet, database and spreadsheet programs.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job related duties as assigned.

**QUALIFICATIONS:**

- Grade 12 graduation or the equivalent
- Entry level bookkeeping/accounting course (college level)
- Minimum of one year practical experience working directly with secondary student information systems; including demonstrated knowledge of Ministry funding categories and course codes
- Minimum of two years recent office experience
- Successful completion of the District Clerical tests
- Detailed knowledge of word processing, spreadsheets, database management and desktop publishing computer 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 28, 2017

Date

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



President

March 30, 2017

Date