



**SCHOOL DISTRICT NO. 92 (NISGA'A)
BOARD OFFICE**

PO Box 240
New Aiyansh, BC
V0J 1A0

Phone: 250-633-2228
Fax: 250-633-2401

INTERNAL / EXTERNAL
Competition #21-19
EMPLOYMENT OPPORTUNITY
Elementary Secretary
School District No. 92 (Nisga'a)

School District No. 92 (Nisga'a) is accepting applications for an Elementary Secretary for Alvin A. McKay Elementary School. The position is 6 hours per day. The candidate must have the ability to complete tasks and responsibilities with minimal supervision and on a timely basis. This position is 30 hours per week.

Basic Responsibilities:

- Orders supplies and does monthly accounting (bank reconciliations, reports, deposits, etc.)
- Perform a variety of accounting duties in support of school accounts
- Maintain computerized and paper files and prepare reports for school administration
- Receives and responds to parent, vendor and staff requests for information
- Excellent interpersonal and communication skills with staff, parents and students
- Provide general administrative assistance to staff and public
- Strong organizational skills.
- Ability to exercise discretion and respect confidentiality
- Maintain staff absences and replacements daily

Basic Qualifications:

- Grade twelve graduation supplemented by appropriate recognized courses in accounting and/or secretarial responsibilities
- Ability to understand and effectively carry out oral and written instructions
- A commitment to becoming a proficient practitioner in the use of MyEdBC and the School District Systems (SDS) software as well as proficiency in Microsoft Office skills

Reporting to the principal, the secretary is responsible for providing general and confidential secretarial and administrative services including the general management of the office; supporting the principal and the school using both computerized and manual systems; and working as a team member to ensure the timely resolution of district requirements in accordance with applicable acts, regulations, policies, and procedures.

Pay and Benefits are in accordance with CUPE Local 2298 Nisga'a Collective Agreement. We thank all applicants, however only those chosen for the interview process will be contacted. For further clarification please contact Martha Swinn, Principal at Alvin A. McKay Elementary School, mswinn@niscga.bc.ca.

Please forward resume with 3 recent work-related employment references and other supporting documents no later than 12:00 p.m. August 20, 2021. A successful criminal record clearance will be required prior to beginning any position with School District No. 92 (Nisga'a).

Job Posting #21-19
Human Resource Department
School District No. 92 (Nisga'a) Box 240
New Aiyansh, V0J 1A0
Email: humanresources@niscga.bc.ca