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|  | SCHOOL DISTRICT NO. 92 (NISGA’A) BOARD OFFICE |

PO Box 240 Phone: 250-633-2228



New Aiyansh, BC Fax: 250-633-2401

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*INTERNAL / EXTERNAL*

**Competition #20-017**

EMPLOYMENT OPPORTUNITY

**Elementary Secretary**

School District No. 92 (Nisga’a)

School District No. 92 (Nisga’a) is accepting applications for a full-time secretary for Nathan Barton Elementary School. The position is 6 hours per day and the starting date is August 24, 2020. The candidate must have the ability to complete tasks and responsibilities with minimal supervision and on a timely basis.

**Basic Responsibilities:**

* 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.

**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.

Applications must be made in writing, accompanied by 3 work related references and transcript(s) that address level(s) of competency in the above qualifications. All applicants must comply with the Criminal Records Review Act.

Pay and Benefits are in accordance with CUPE Local 2298 Nisga’a Collective Agreement. Should you require any assistance, please contact Kory Tanner, at 250-633-2030.

Emailed applications will be accepted until **12:00pm May 22, 2020**. We thank all applicants, however only those chosen for the interview process will be contacted.

Job Posting #20-017

Human Resource Department

School District No. 92 (Nisga’a) Box 240

New Aiyansh, BC V0J 1A0

Email: humanresources@nisgaa.bc.ca