



## JOB DESCRIPTION

<b>JOB TITLE</b>	Secretarial Support, Learning Support Services
<b>JOB LEVEL</b>	D
<b>DEPARTMENT</b>	Learning Support Services
<b>SUPERVISOR</b>	Learning Supervisor, Learning Support Services Supervisor, School Operations, Learning Support Services

### POSITION SUMMARY

The Secretarial Support, Learning Support Services provides organizational support by completing administrative tasks for Supervisors who have system responsibility in areas such as the arts, science, athletics, special education, capital planning and school operations. The emphasis on particular responsibilities may vary by portfolio.

### DUTIES AND RESPONSIBILITIES

- Respond to inquiries, communicate direction on behalf of Supervisor and take action or redirect as necessary.
- Liaise with Ministry of Education staff, principals, teachers, support staff, other departments, schools, outside agencies and community partners as required.
- Monitor and reconcile accounts and purchasing care statements; provide information to finance staff and apprise Supervisor of significant issues.
- Maintain accurate records regarding staff allocations to schools, and verify absences for staff who report to the education centre.
- Prepare and distribute correspondence, reports, and legal/confidential documents and complete filing.
- Take and distribute meeting minutes.
- Maintain detailed overview of system information as required by Supervisor.
- Assist in the coordination of special projects and staff development activities.
- Monitor supplies and track purchase orders placed through Board systems.
- Ensure timely communication to the system.
- Organize meetings and events including room booking, speaker confirmation, materials preparation, room set-up, audio visual bookings and refreshments.
- Make travel arrangements for Supervisor and program staff.
- Design, create and edit curriculum documents, tables, charts, spreadsheets, manuals, and brochures.
- Maintain information files and databases.
- Assist staff in using specialized software.
- Provide support to specific portfolios within the department as required.

### EDUCATION

Completion of a one year post-secondary program in office or business administration or equivalent.

### EXPERIENCE

One and one-half years of related work experience is required.