



2007
June

JOB DESCRIPTION

JOB TITLE	Secretarial Support, System Staff Development
JOB LEVEL	D
DEPARTMENT	Organizational Support Services, Human Resources
SUPERVISOR	Learning Supervisor, System Staff Development

POSITION SUMMARY

The Secretarial Support, System Staff Development provides organizational support by assisting the Learning Supervisor with activities related to staff development and system responsibilities within Human Resources.

DUTIES AND RESPONSIBILITIES

- Maintain register for courses and in-service sessions and confirm registrants.
- Advertise courses and in-service opportunities via Board Internet.
- Organize professional development sessions and workshops including room bookings, speaker confirmation, materials preparation, room set-up, audio visual bookings, and refreshments.
- Complete follow-up tasks including collating summaries and tracking participants.
- Create and maintain spreadsheets, charts, brochures and other relevant documents.
- Prepare and distribute correspondence and reports.
- Photocopy materials and documents and complete filing.
- Liaise with Ministry of Education staff, principals, teachers, support staff, other departments, schools, outside agencies and community partners as required.
- Respond to inquiries, communicate direction on behalf of Learning Supervisor and take action or redirect as necessary.
- Monitor and reconcile annual budget requirement and Ministry of Education grant and apprise Learning Supervisor of significant issues.
- Monitor supplies and place orders through Board systems.
- Open and process mail.
- Document and deposit all funds received.
- Organize meetings on behalf of Learning Supervisor.
- Resolve unanticipated issues with events as they arise.

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.