

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Secretarial Support, System Staff Development
<b>JOB LEVEL</b>	D
<b>DEPARTMENT</b>	Organizational Support Services, Human Resources
<b>SUPERVISOR</b>	System Principal, System Staff Development

### **POSITION SUMMARY**

The Secretarial Support, System Staff Development provides organizational support by assisting the System Principal, System Staff Development 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 the System Principal and take action or redirect as necessary.
- Monitor and reconcile annual budget requirement and Ministry of Education grant and apprise System Principal 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 System Principal.
- 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.