



EDUCATION CENTRE CLERK

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Associate Superintendent, with some guidance and direction from the District Librarian, the Education Centre Clerk performs moderately complex clerical work in support of the Education Centre so that students and educators have cost effective and equitable district-wide access to learning resources and services.

SPECIFIC RESPONSIBILITIES

- Maintains a library automation system (Insignia) for the Education Centre in accordance with recognized library procedures including cataloging and processing teachers', secretaries', and library clerks' requests for a wide range of print, audio-visual, digital resources.
- Responds to telephone and in-person inquiries, directing calls, relaying messages, and answering general queries.
- Orders, receives, processes, locates, and circulates Education Centre learning resource materials including books, kits, and equipment such as canoes and snowshoes.
- Performs aspects of bookkeeping functions, including budget tracking, processing expense claims and spreadsheet analysis for the District Librarian and Education Centre.
- Produces and composes a variety of documents including correspondence, supply orders, requisitions, forms, lists, and reports.
- Performs various clerical tasks such as photocopying, collating, stapling, printing labels, filing, laminating and processing of mail.
- Orders and distributes all district first-aid supplies and equipment.
- Other related duties as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience.
- One-year recent clerical/administrative experience in an elementary, secondary, or middle school office environment.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Ability to establish and maintain positive working relationships with all school district staff and outside contacts.
- Ability to work independently with minimum supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribes procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Communicating with district and school-based staff.
- Collaborating with other Education Centre staff, including Instructional Support Teachers and the Professional Development team.

REPORTING STRUCTURE

- Reports to the Associate Superintendent and to the Assistant Secretary-Treasurer.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Education Centre Clerk and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.