



ADMINISTRATIVE SECRETARY Indigenous Education Department

(CONTINUING)

School District No. 42 (SD42) resides on the traditional and unceded territory of the Katzie First Nation and Kwantlen First Nation. School District (No. 42) meets the learning needs of approximately 17,000 students with 1,385 Indigenous students of all ages in Maple Ridge and Pitt Meadows and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, two alternate schools, and summer school. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

This position in Indigenous Education department offices, at Westview Secondary School, is supporting the administrative functions working with the District Principal of Indigenous Education, Indigenous Education teachers, support staff, Katzie First Nation and Kwantlen First Nation education liaison teams, Indigenous partner groups, Elders, Knowledge Carriers, including liaison with clerical support for the Indigenous Education Council. The administrative functions require accuracy, organizational ability and self-direction to complete work in a timely manner while adhering to the district's policies, administrative procedures, standards, and local First Nation protocols. The administrative role requires one to maintain a high level of confidentiality.

The applicant will possess:

- Successful completion of Grade 12 with course emphasis on business practices and procedures plus a special program in bookkeeping and/or accounting.
- Two(2) years practical experience in office and clerical routine, preferably in a school system.
- Ability to operate office equipment such as switchboards and computers with a keyboarding skill at a minimum of 60 net wpm. Knowledge of spreadsheet, database, and word processing computer programs. Must be familiar with computerized student record tracking systems.
- Demonstrated ability to communicate effectively with staff, students, parents, and visitors and to function harmoniously in an office environment.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

This is a full-time continuing position effective July 21, 2025, working 35 hours per week. The rate of pay is \$30.68/hour plus excellent benefits. To apply, please forward your [school district application form](#), cover letter quoting competition C2526-018, resume and supporting documentation to applicants@sd42.ca. This posting will remain open until filled. Applicants are advised that pursuant to "Special Program" approval of Section 42(3) of the Human Rights Code by the BC Human Rights Commission, preference may be given to applicants of Indigenous Ancestry. Applicants of Indigenous Ancestry should clearly indicate their ancestry/status on their application.

The district appreciates the interest of all applicants, however, only those shortlisted for an interview will be contacted. For more information about our School District please visit: <http://www.sd42.ca/our-district>

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

