



## ELEMENTARY SCHOOL SECRETARY 2

### (CONTINUING)

School District No. 42 (SD42) meets the learning needs of approximately 16,000 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, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

SD42 is looking for a qualified applicants interested in working as an Elementary School Secretary 2 at Alexander Robinson Elementary. This position provides administrative services to the Principal/Vice Principal, general clerical services to the school, and assists in the administrative functions of the school. Coordinates the workflow of the office and acts as liaison between Principal, Vice Principal, staff members, students and the public.

#### 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.
- A course in Supervisory Skills or equivalent training and experience plus two (2) years practical experience in office administration, preferably in a school setting.
- Proficiency with office equipment, computers and a variety of software packages including word processing, spreadsheets, and database applications with keyboard skills at a minimum of 60 net wpm, with a high degree of accuracy.
- Ability to assign, direct and monitor the work of others, anticipate needs and set priorities to maintain an efficient and harmonious office environment.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, and visitors.
- Demonstrated ability to organize work flow and office systems such that work is prioritized to meet deadlines while dealing with distractions.
- Demonstrated ability to work at the level of independence and with the degree of confidentiality and initiative appropriate to the position and a valid BC Driver's License.

This is a full-time continuing position effective as soon as possible, working 35 hours per week while school is in session. The rate of pay \$32.05/hour plus excellent benefits. To apply, please forward your [school district application form](#), cover letter quoting competition C2425-227, resume and supporting documentation to [applicants@sd42.ca](mailto:applicants@sd42.ca). This posting will remain open until filled.

For more information about our School District please visit: <http://www.sd42.ca/our-district>

The district appreciates the interest all applicants, however, only those selected for an interview will be contacted.

*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.*

