SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)
Phone: (778) 799-2692 Email: iuoepost@sd27.bc.ca

January 22, 2026

EXTERNAL POSITION

Posting #:   S-2026-0009 PERMANENT
Position: RECORDS SECRETARY

Location: Lake City Secondary Columneetza
            11 mos., 35 hours/week.

Duration: The start date of this position is to be determined in consultation with the successful applicant. This position is full time (35 hours a week) and is scheduled 11 months per year. The hours of work are Monday to Friday 8:30 am – 4:30 pm.

Rate of Pay: The probationary rate of pay is $29.85 per hour. After successful completion of a 90 day probation period, the hourly rate of pay is $33.16.

Threshold Qualifications:
- Completion of Grade 12
- Experience and/or training working with students in a school setting
- Extensive knowledge of My Education BC and successful completion of MyEducation BC secondary school training
- Knowledge and experience with TRAX (submission of marks to the Ministry)
- Knowledge of graduation requirements

Duties Include, but are not limited to:
- Working on MyEducation BC
- Responsible for student registration and withdrawal on MyEducation BC
- Maintaining student records and enrollment data
- Entering and maintaining school's master timetable on MyEducation BC
- Maintaining student marks and submitting to the Ministry, including Grade 12 marks and transcripts
- Downloading and distributing Provincial exam results from Ministry
- Support staff timesheets
- Editing and running Student Report Cards
- Responsible for School Programming Booklet
- Assisting administration with attendance and withdrawal correspondence
- Assisting with telephone and student services
- Organizing workload in an efficient manner

Benefits are as provided in the current Union Agreement. Union membership is a condition of employment.

New applicants are encouraged to submit a comprehensive resume, including 2 work-related references, via email to iuoepost@sd27.bc.ca.

School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.