

JOB DESCRIPTION

Position	Administrative Assistant
Portfolio	Instruction and School Operations
Reports To	School Administrator
Location	Assigned School
Salary Range	Administrative Assistant Conditions of Employment or CUPE Salary Grid

JOB PURPOSE

The Administrative Assistant is responsible for providing general administrative assistance and support to the Principal and Vice-Principal and organizing and maintaining an efficient school office that contributes to the smooth operation of the school for the benefit of administrators, staff, students and parents, while projecting a professional image as a first point of contact for the school.

PRIMARY RESPONSIBILITIES

Communication

- Support the Principal in the development and distribution of school newsletters, website updates, digital signage, student handbooks and other means of communication, consistent with Division standards, both internally and with parents/guardians and the broader community.
- Maintain internal communication systems to ensure all staff assigned to and associated with the school are aware of needed information via electronic, printed and other means.
- Assist students and parents/guardians by explaining school and school division operating procedures, policies and events.
- Greet and direct visitors, itinerant staff and contractors and respond to telephone, e-mail and in-person inquiries and requests, or direct them to appropriate staff members or students, in a timely, accurate and professional manner.
- Maintain an accurate and up to date school events calendar.

Records Management

- Establish, maintain and monitor accurate, organized and efficient electronic and manual filing systems, ensuring that final documents are filed in accordance with Division procedures, finding/retrieving printed and electronic documents efficiently, and performing an annual print and electronic records cull consistent with the Records Retention Guide and relevant Administrative Procedures.
- Gather, enter, collate and format data and information in an accurate and timely manner.
- Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.

Financial Management

- Prepare and code invoices and purchasing card transactions and perform other financial/accounting functions for school-based budget allocations and school generated funds in an accurate and timely manner, consistent with Division standards.
- Assist the Principal in preparing and monitoring the school-based budget and school generated funds.
- Prepare requisitions/purchase orders for supplies and maintain an inventory of office and school supplies.

Human Resource Management

- Assist the Principal in the orientation of new staff and substitutes to location-specific procedures and expectations, provide technology and keys, etc.

Other

- Responsibilities may be reviewed and assigned from time to time by the direct supervisor.
- Responsibilities may vary depending on FTE Allocation for each school

KNOWLEDGE, SKILLS AND ABILITIES

- High degree of proficiency in database software and Microsoft Office applications, particularly Word, Excel and Outlook
- Demonstrated knowledge of basic accounting
- Ability to operate office equipment
- Excellent interpersonal skills
- Ability to display professionalism in all relationships and interactions
- Knowledge of SIRS, Teacher Logic, Navision, Absence Management, SDS, SGF, Conference Manager, Permission Click, and/or SWIS would be an asset

COMPETENCIES

- Communication – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them.
- Service Orientation – Giving superior service to both internal and external clients by displaying professional and respectful behaviours in all interactions. Demonstrates commitment to clients by providing timely and proactive service.
- Teamwork – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.

