

Group: CUPE

Title: Administrative Assistant

Dept.:      School                     

Location:      School             

**Position Description:**

Performs administrative, secretarial, basic accounting, cashiering, reception, and clerical services in a confidential environment within a school, ensuring the efficient operation of the school. Manages student information using the provincial student information system to meet school reporting requirements. Work is varied and requires independent judgment and initiative.

**Reports to:**

Principal or designate.

**Direct Reports:**

N/A

**Duties & Responsibilities:**

- Front office management
- Sign in and direct visitors, responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
- Schedules appointments and meetings and assisting with organizing events and field trips.
- Maintains and orders office and stationary supplies, materials, learning resources and manages equipment.
- Submit and monitors maintenance requisitions.
- Manages mail, faxes, and courier items.
- Reconciling of credit card statements, bank statements, invoices etc., and ensuring expenses are accurately coded.
- Performs accounting duties including accounts receivable and payable, journal entries, cash handling, and account reconciliations.
- Records and files minutes and proceedings for staff and committee meetings.
- Ensures maintenance of telephone/voicemail system.
- Compose letters, memos, forms, financial reports, office procedures and other documents. Maintains records and files.
- Assists with school start-up and year-end procedures including textbook distribution, awards and transition programs, ministry forms, prepares and enters transcript data.

- Monitors school/departmental budgets including financial transactions and handling currency.
- Maintains staff attendance records including for on-call staff and monitors completion of time sheets and reconciles it for staff reports.
- Maintains student records including the management of the student information systems. Enters data, generates attendance records, and reports.
- Performs new student registrations and transfers, confirming paperwork is complete.
- Updates content and maintains department/school website, calendar, bulletin board, and web forms.
- Coordination of facilities rentals, including preparing the rental applications, invoicing, and Accounts Receivable.
- Arranges travel and/or accommodations and meeting facilities

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.*

### **Education & Experience:**

- Grade 12.
- Completion of an Office Administration program certificate or equivalent post-secondary education.
- Minimum two (2) years office administration experience.
- First Aid Level 1
- Keyboarding 50 w.p.m

### **Skills & Competencies:**

#### **SKILLS:**

- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Customer service expertise, and proficiency in building relationships.
- Strong collaboration and teamwork abilities
- Proactive and initiative-driven mindset
- Effective communication, organizational and time management skills, along with attention to detail

#### **KNOWLEDGE:**

- Considerable knowledge and/or experience with computerized accounting, bookkeeping and record-keeping systems commensurate with the school's operating procedures.
- Advanced knowledge of computer software in a Windows environment, including word processing, spreadsheet, database, Microsoft Office and web-based applications.
- Knowledge and understanding of district processes in order to communicate effectively to solve practical problems.
- Specific knowledge required to perform the functions of the job captioned under the Duties and Responsibilities.
- Considerable knowledge and ability to operate and troubleshoot a variety of office equipment.

#### **ABILITY**

- Ability to maintain effective working relationships with the public, students, teachers, principals, and other employees, in addition to various outside agencies/suppliers.

- Ability to understand and implement office procedures
- Ability to organize and prioritize workload with limited supervision including managing requests and problem-solving.
- Ability to convey information and sustain productive working connections
- Ability to take meeting minutes
- Ability to establish, organize and maintain accounting, bookkeeping and record-keeping systems.
- Ability to perform tasks requiring extended periods of concentration
- Ability to handle frequent interruptions while working
- Ability to adhere to deadlines, including flexibility and adaptability.

#### RESPONSIBILITY

- Exhibit professionalism and adhere to the district mission, vision and values as outlined in the strategic plan.
- Adhere to District policies, procedures and safety protocols.
- Manage confidential and sensitive information with discretion and professionalism.
- Work with minimal supervision, following established practices and/or methods.
- Maintain a high level of confidentiality.

#### WORKING ENVIRONMENT

- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.
- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and handling challenging interactions with the public.
- Work is indoors in clean and well-maintained buildings.
- Work includes time pressures and constant interruptions in an often noisy environment
- Long periods requiring significant concentration
- High level of contact with students, staff, parents

#### SALARY:

- Wages and employment benefits per CUPE collective agreement.

#### KEY RELATIONSHIPS

Good working relationships with:

- School District 8 Staff
- Students
- Parents
- PAC
- Vendors
- General Public

Next scheduled revision: Fall, 2029

Reviewed and Agreed: November 1, 2024

Reviewed: January 13, 2017

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December 9, 2016