

Group: CUPE

Title: Inclusive Education Administrative Assistant

Dept.: Inclusive Education

Location: School Board Office

Position Description:

Performs administrative, secretarial, basic accounting, cashiering, reception, and clerical services in a confidential environment within the Inclusive Education department. 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:

Assistant Superintendent and District Principal of Inclusive Education or Designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Data compilation, input, maintenance, analysis, and reporting using the student information system, Excel, and/or other databases, including electronic filing.
- Collection, data input, reporting and distribution of student files and “red binder” information.
- Organization of assessment info for District Psychologist and school staffs.
- Preparing for professional learning events, including online registration, event set up, coordination with presenters.
- Clerical preparation and update of third-party contracts under the direction of the Assistant Superintendent, District Principal, department staff to approve.
- Maintenance of practicum student spreadsheets and sharing of information to schools.
- Collating information for Ministry reporting throughout the year (1701, LINKS, Interior Health, ASSAI, etc.).
- Front office management
- Sign in and direct visitors, responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
- Maintains and orders office and stationary supplies, materials, learning resources, and manages equipment.
- 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.
- Monitors and collects information for departmental budgets and school accounts.
- Updates content and maintains department website, calendar, bulletin board, and online forms.
- Performs auxiliary support in the absence of the Board Office Reception.

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.
- Long periods requiring significant concentration.
- Contact with students, staff and parents.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS

Good working relationships with:

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

Next scheduled revision: Winter, 2030

Reviewed: March 13, 2025