

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: School Administrative Assistant

REPORTS TO: **Directly:** School Principal
Indirectly: Superintendent of Schools

Purpose:

The purpose of the School Administrative Assistant is to assist with the smooth operation of the school alongside the in-school administrators. The duties of the School Administrative Assistant will vary depending on the needs of the school.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- A minimum of one year office or administrative assistant experience
- A minimum of one year of secretarial training at a recognized institution, approved by the Board of Education, would be a definite asset
- Advanced knowledge of business English, spelling and punctuation.
- Knowledge of basic accounting practices.
- Demonstrated knowledge in the operation of office equipment, such as the following: multi-line telephone, photocopier, fax, computer, printer, laminator.
- Demonstrated knowledge of office methods and procedures used in maintaining an office.
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Minimum keyboarding speed of 50 wpm.

Required Skills and Abilities:

- Superior interpersonal and communication skills, both verbal and written.
- Excellent listening skills and ability to carry out directions in a timely manner.
- Excellent time management skills, including punctuality.
- Ability to work independently with minimum supervision as well as a team player when required
- Ability to prioritize multiple demands and manage time.
- Ability to maintain strict confidentiality relative to school division operations.
- Ability to deal effectively with a broad range of members of the public, including parents.
- Self-directed, as well as task and goal oriented.
- Display a professional appearance and a positive attitude
- Accurate filing and proofreading skills.
- Ability to do Light Load Work which includes:
 - exerting up to 20 lbs. of force occasionally
 - exerting up to 10 lbs. of force frequently to move objects

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the School Administrative Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Perform receptionist duties: greet visitors and parents, answer their questions and direct them to appropriate offices and meeting rooms; answer the telephone, ascertain the nature of the caller's business; provide information or direct inquiries, as required.
- Perform various computer, word processing, typing responsibilities and written communication skills, such as: forms, school programs, correspondence, student handbooks, school communication, newsletters, schedules and a variety of reports.
- Perform secretarial duties such as mail distribution, collating, filing, recording, sorting, duplicating, faxing, laminating and related duties.
- Operate computer-based programs for accounting, student and personnel information.
- Enter/maintain data and generate reports in the student information system, accounting and administrative system, as required by the Principal.
- Perform the financial functions required to maintain school financial records. This can include petty cash distribution, record keeping, and global budget information under the general supervision of the Principal.
- Complete purchase orders for office and school supplies for authorization, check orders received and distribute to appropriate staff, and maintain an inventory of office supplies.
- Relay information using varying medium to staff, students, division office & the general public.
- Be knowledgeable about and supportive of administrative procedures and directives.
- Deal tactfully with staff, students, parents and the public.
- Respond to requests for transcripts of marks or for a record of previous attendance at the school, as directed by the Principal.
- Follow up on student attendance and absentees by phone.
- Make appropriate provisions to arrange and track Substitute Teacher, casual Educational Assistant's, buses, and drivers for extra trips as required by the Principal.
- Distribute student messages, as required.
- Schedule parent-teacher interviews and assist with school functions, as required.
- Provide minor first aid as required.
- Where applicable complete online submission and maintenance of records at Saskatchewan Learning for students in regards to entry/withdrawal/suspension; registration of classes for teachers and students; mark submission at semester end; printing transcripts for proofing and making necessary corrections
- Assign lockers to students, as directed by the Principal.
- Distribute and collect textbooks, as directed by the Principal.
- Broadcast announcements over the public address system, if required.
- Supervise classrooms for a short period of time, if a teacher is called from the class.
- Supervise students at recess breaks, as assigned by the Principal.
- Engage in lifelong learning with respect to training, in-services and courses of study.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the School Administrative Assistant discuss in public information pertaining to anyone in the school division. The Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The School Administrative Assistant is expected to work independently and as a team member of the assigned Department, the schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid: School Administrative Assistant

The salary grid for the School Administrative Assistant is tied to the following grid:

**CUPE Local 4875
Non-Unionized Administrative Guidelines**

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	