



ADMINISTRATIVE ASSISTANT

Summary

Performs administrative, secretarial, basic accounting and cashiering, reception and clerical services in a confidential environment within a school or district office.

Job Description

- This position is under the direction and supervision of the School Administrator or designate, or department manager.
- Performs receptionist duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
- Works with constant interruptions and must meet deadlines.
- Composes and types 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.
- Schedules appointments and meetings.
- Assists with organizing meetings, events and field trips.
- Maintains and orders stationary supplies, materials, learning resources and office equipment.
- Assists with school inventories.
- Administers minor first aid to students and documents students' injuries.
- Records and files minutes and proceedings for staff and committee meetings.
- Ensures maintenance of telephone/voicemail system.
- Monitors school/departmental budgets.
- Performs basic accounting and cashiering duties.
- Supports staff using the Attendance Management System.
- Maintains staff attendance records for the Health and Safety records.
- Maintains student records in accordance with district policies and provincial legislation. Enters data, generates attendance records and reports.
- Performs new student registrations, confirming paperwork is complete. Updates student information system.

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ADMINISTRATIVE ASSISTANT

- Maintains department/school website, calendar, bulletin board and web forms.
- Opens and distributes incoming mail, faxes and courier items.
- Processes and monitors maintenance requisitions and work orders.
- To maintain the confidentiality of sensitive information seen or heard.
- All employee conduct must be in compliance with school district policies and provincial legislation.
- *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed.*

Typical Qualifications and Skills

- Grade 12 or equivalent
- Office administration program (equivalent to one year of post-secondary education)
- Bookkeeping knowledge
- Experience with Microsoft products including Word, Excel, Outlook
- Two years office administration experience
- B.C. Class 5 driver's licence and abstract
- Minimum 50 wpm typing speed