

2.0. Human Resources

2.B. Position Descriptions

ADMINISTRATIVE ASSISTANT

Policy Reference: EL-1.2

Reviewed: March 11, 2014

Under the direction and supervision of the Superintendent/CEO, the division office Administrative Assistant shall be responsible for the secretarial and clerical duties required to conduct the effective and efficient operation of the administration office.

- Responsible for the secretarial and clerical duties required by Admin. Team
- A typing speed of 60 wpm
- Computer experience (MS Office)
- Strong interpersonal and organizational skills

RESPONSIBILITIES and DUTIES

1.0 Preparation for Board Meetings

- 1.1 Type agenda and reports for Board meeting packages.
- 1.2 Prepare, type, and mail correspondence following board meetings.
- 1.3 Complete the board meeting minutes, obtain Superintendent/Secretary-Treasurer's approval and email to attendees by Friday after the meeting.

2.0 Superintendent's correspondence and office correspondence

- 2.1 Type and proofread correspondence; edit and/or request clarification where required.
- 2.2 Ensure that typing jobs are prioritized and processed daily, with a turnover within two days.
- 2.3 Type all reports and forms as requested.
- 2.4 Type and distribute updates to policy manual, regulations and procedures, and on- line Administrative Manual.
- 2.5 Take photocopies of all outgoing documents and file.
- 2.6 Do research and seek history.
- 2.7 Send, receive and route all electronic mail (email), and FAX mail.

3.0 Perform general clerical duties

- 3.1 Record incoming funds in receipting system and deposit book, follow Rapidtrans deposit procedure each day when deposit total is more than \$10,000 received.
- 3.2 Record petty cash transactions and prepare cash for bank deposit when necessary.
- 3.3 File, and maintain a filing system for all correspondence, personnel records, meeting minutes, agendas, reports, department forms, etc.
- 3.4 Maintain and update office policy manual and government acts by inserting updates and removing obsolete material.
- 3.5 Arrange conference/accommodation registrations as required.

- 3.6 Process and keep record of teaching staff personal/extra-curricular leave days.
- 3.7 Generate and circulate advertisements for teaching and support staff positions – newspapers, website, email, local and on-line - postings as per LTA and CUPE agreements.
- 3.8 Forms:
 - i. Ensure all new employees forward Child Abuse Registry check forms, ensure they are properly filled in, complete and forward with payment from employee.
 - ii. Ensure all new employees forward RCMP Criminal Record check, ensure it is a clear record and place in file. If there is a “hit”, immediately inform the Superintendent/CEO.
 - iii. Ensure the Principal Absence form is approved by the Superintendent/CEO and file

4.0 Statistics

Monthly:

- 4.1 Enrolment statistics – call schools for clarification/verification
- 4.2 Prepare and send monthly staff updates to Professional Certification.
- 4.3 Collect and assimilate monthly staff changes.
- 4.4 Prepare student suspension list for board (first meeting of the month).
- 4.5 Collect and file student absence reports and report to the province.
- 4.6 Track drivers’ monthly reports for the Director of Operations and Infrastructure.

Yearly:

- 4.6 Prepare all statistical forms for distribution to schools – retype and update as necessary.
- 4.7 Prepare odometer readings (from Drivers’ Monthly Reports).

5.0 Assist Director of Operations and Infrastructure

- 5.1 Verify phone numbers and update storm policy annually.
- 5.2 Do annual tenders for gas, diesel, propane, etc. and resulting correspondence.
- 5.3 Type and proofread specific correspondence re: hirings etc.

6.0 Assist Student Services Administrator/Clinicians

- 6.1 Photocopy and distribute information as requested.
- 6.2 Type and proofread reports, correspondence as required.
- 6.3 Compose and type routine letters of hiring.

7.0 Student Information System Co-ordination

- 7.1 Plan, organize and report on the implementation and maintenance of the current Student Information System (SIS) in accordance with policies, procedures and operating guidelines.
- 7.2 Support school-based administration and teachers to ensure school data is reported accurately; generate and disseminate a variety of reports.
- 7.3 Act as first point of contact for all SIS and technology support requests.
- 7.4 SIS data entry as needed.
- 7.5 Assess SIS training needs for new and existing staff; develop training aids such as manuals and handbooks.

- 7.6 Work with secretary-treasurer to coordinate annual Education Information System (EIS) collection – data entry of EIS.
- 7.7 Develop administrative staff skills by providing information, training and coaching.
- 7.8 Responsible for logging all technical support requests, assignment of ownership and resolution follow-ups.
- 7.9 Responsible for user account management as directed.
- 7.10 Maintain technical and user documentation.

8.0 Other duties as assigned