

ADMINISTRATIVE ASSISTANT

REPORTS TO: SECRETARY TREASURER

POSITION SUMMARY:

To provide personal and confidential secretarial services to the Senior Administration and to contribute to the smooth and efficient operation of the School Division Administration Office so that it can provide the maximum positive support services for the School Division.

POSITION RESPONSIBILITIES:

- Provide personal and confidential secretarial services for the Superintendent of Schools.
- Provide a positive and friendly public relations image for the Division in receiving and handling calls, inquiries and visitors.
- Receive and distribute all "incoming mail" both post office and schools as well as mailing out all post office, trustee, and school mail.
- Perform all typing for the Superintendent of Schools as required.
- Organise and maintain the Division Office general filing system.
- Maintain policies, manuals, records and reports as required.
- Perform duplicating services as required and see to the maintenance of office machines and ordering of office supplies as required.
- Assist other members of the office staff in the performance of related office duties as the work load demands.
- Maintain EIS/SIS software programs for the compiling of reports for the Department of Education and Training and internal division purposes.
- Assisting Payroll Clerk in the notification of changes that occur during the school year as it pertains to teaching and substitute staff.
- Compiling the annual fall newsletter that goes out to the newspapers and schools listing all employees for the upcoming school year.
- Perform other related duties as may be assigned.

POSITION DUTIES:

1. PUBLIC RELATIONS:

- a) Provide a positive and friendly public relations image to Division in receiving and handling telephone calls, inquiries and visitors.
- b) Co-ordination of sympathy and/or get-well cards and/or fruit baskets and/or memoriams as the need arises due to illness and/or death of employees or employees' immediate families.

2. BOARD RELATIONS:

- a) Sorting the motions/resolutions into the proper categories for the electronic filing.
- b) On the first and third Thursday of each month receive and type reports from the Superintendent of Schools and any other board committee reports as required.
- c) Compile and mail out all agenda envelopes to the Board Trustees on the first and third Thursday of each month.
- d) Typing of minutes after the Board meetings and distribution to board trustees, senior administration, and the school principals.
- e) Notify committee members of any scheduled meeting dates and times as required.
- f) Ordering of evening lunch for the Board meetings, etc.
- g) Make hotel reservations and complete registrations for the various workshops, seminars and conferences that Board Trustees and Senior Administrators may attend from time to time.
- h) Maintain the Trustee Handbook

3. SUPERINTENDENT'S DEPARTMENT:

- a) Provide secretarial assistance to Superintendent of Schools as required.
- b) Type and file all letters, reports; memos, newsletters, purchase orders, minutes, teacher and school secretary contracts, transcript of marks, monthly staff changes form report for the Department, news releases, etc.
- c) Prepare letters of hire and contracts for all regular and substitute teachers, regular and substitute noon hour supervisors, regular and substitute secretaries, and substitute teacher assistants.
- d) Maintain such records and reports as will be required, i.e. Principal's Month End Reports, teacher load timetables, class lists, etc.
- e) In charge of the office tender book and ordering office supplies.
- f) See to the typing and photocopying of Kindergarten and Grade One registration forms and letters for the registration centres and the division office.
- g) Co-ordinating and compiling the letters to all teachers, teacher assistants, etc. sent out in February/March to see what their plans are for the up-coming year.
- h) Polling all schools in May to see what forms, reports, etc. they will need to start the new school year and then getting these forms, reports ready for the schools in September.
- i) Co-ordinating and compiling the letters sent out to organise the August start-up social, long term employee recognition night, the Christmas Dinner and June wind-up social for all trustees, principals, and vice-principals and Division Office Staff.
- j) Polling the schools in the fall for the ordering and supplying of report cards for the whole Division.
- k) Compiling and maintaining the EIS computer software program which amalgamates the information from the schools required by the Department of Education and Training i.e. the FB reports, MET numbers, senior high school student marks, teacher information, etc.
- l) Co-ordinating the 'School of Choice' media notices to the public and Compiling the School of Choice Forms that come in the fall and throughout the rest of the year.
- m) Co-ordinating and compiling the Principals' Yearly Report for the Department of Education and Training.
- n) Notifying the Payroll Clerk of any staff changes related to teacher and substitute lists throughout the school year.
- o) Verify with Superintendent and Payroll Clerk that the employee staffing Newsletter that goes out in the fall is correct before distribution.
- p) Co-ordinate and compile the Principals' Accident and Damage Reports that come in during the school year.
- q) Compile and type up substitute teacher, substitute teacher assistant, substitute secretary, and substitute noon hour supervisors lists each new school year.
- r) Typing up and distribution of the school calendars, music calendars and kindergarten calendars to all schools and office administration.

4.00 OTHER RELATED DUTIES AS REQUIRED:

- a) See to the ordering and supplying of coffee for meetings, etc.
- b) Co-ordination of meetings and office space as required.
- c) Typing and distribution of new and revised policies for the Policy Binder as required.
- d) Knowledge of office equipment operation and maintenance: typewriters, postage meter, fax machine, photocopier, printers, computer, telephones, etc.
- e) Assist in maintaining an accurate filing system.
- f) Assisting the Co-ordinator of Curriculum and Student Assessment in various ways: photocopying, telephoning committee members for meetings, arranging for meals, etc. as the need arises.
- g) Assisting the Educational Technology Consultant in various ways: photocopying, E-Mailing, etc. as the need arises.
- h) Cross-trained to some degree in the aspects of Maintenance and Transportation that involves direct contact with the public to a level that enables the public to be served in the absence of the Senior Clerk.
- i) Provision of secretarial support to other Senior Administrators as required.
- j) Maintain Commissioner of Oaths status for the Division.
- k) Access and Privacy Co-ordinator for the Freedom of Information and Protection of Privacy Act.

5.00 PROFESSIONAL AND PERSONAL DEVELOPMENT

- a) Keeping self current professionally.
- b) Keeping up to date by taking microcomputer courses, and attending of secretarial in-services as the opportunity arises