

FORT LA BOSSE SCHOOL DIVISION
IN-SCHOOL ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

Introduction

The administrative assistant communicates information and acts as a liaison between administration, staff, students, parents/guardians, and the general community. Under the supervision of the school administrator, he/she provides secretarial support and assistance to ensure the effective and efficient operation of the school. The administrative assistant will support the mission and values of the school and Fort La Bosse School Division.

While there are certain duties that apply generally to all administrative assistants, it is recognized that each school is unique, necessitating some flexibility of assigned duties.

It is also recognized that a part-time administrative assistant may not be able to carry out all responsibilities listed.

Education

- High school graduate or equivalent
- Related 10-month office administration course or equivalent
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Skill Requirements

- The ability to deal effectively with staff, parents, students, and visitors to the school
- Proficient keyboarding/computing skills
- Working knowledge of Microsoft Office, databases, spreadsheets, desktop publishing
- Working knowledge of Maplewood and EIS information systems
- Working knowledge of Division Accounting Software
- Working knowledge of office equipment
- Efficient oral and written communication skills
- Organizational skills -Ability to prioritize, make decisions and organize daily responsibilities while following established procedures
- Ability to work independently

Professional Ethics

- Diplomacy and professional attitude
- High level of confidentiality
- Reliable -punctual and responsible
- Positive attitude

Key Responsibilities

1. Liaison

- Students
- Parents
- Advisory councils
- Community at large
- Division Office staff
- School staff
- Clinicians, technicians, consultants, student support worker
- Canupawakpa Dakota Nation
- Outside agencies (CFS, DOCFS, RCMP, DOPS, AFM, Public Health)
- School photographers
- Salespersons, delivery personnel, couriers

2. General Office Duties

- Taking telephone messages
- Greeting and assisting the public
- Managing and maintaining the operation of the general office
- Coordinating/delegating the duties of staff/students/volunteers who are asked to work in the office area
- Receiving and distributing mail (incoming and outgoing)
- Photocopying as needed for general office/individual students
- Operating the intercom system
- Operating Bus radio
- General office equipment operation and minor repairs
- Correspondence: letters, memos, newsletters
- Assisting with the monitoring of students on 'Time Outs', 'In-School Suspensions' and 'Detentions'
- Other duties as assigned

3. Collection and Maintenance of Data

A. Assists with Maintaining Student Information

- School Administration systems
- Phoning lists
- Student cumulative files
- Attendance
- Medical forms
- Marks/Mark Statements
- Report Cards/inserts/outcomes/term overviews
- Transcripts
- School Division/Department reporting
- Parent/Teacher Interviews
- School/Student timetables
- Request for Absence forms
- Distribution/collection of forms
- Pre-School Survey

3. Collection and Maintenance of Data cont.

B. Assists with Maintaining Staff Information

- PSP forms
- Updating timetables
- Teacher Work Load forms
- Current lists of available substitutes
- Scheduling substitutes; reporting to payroll
- Scheduling noon hour supervisors; reporting to payroll
- Professional Development
- Staff meetings
- Government funding
- Leave forms (Personal Leave, Family Medical Leave, MTS Leave, etc.)

C. Assists with Maintaining School Building Data

- Use of School forms
- Work Orders
- Workplace Safety & Health Concern forms

4. Purchasing/Budget

- Maintaining petty cash
- Generating purchase orders
- Receiving ordered items; tracking of back orders
- Inventory of school supplies
- Assisting with maintaining/tracking the school budget

5. School Funds Accounting

- Maintaining a computerized accounting system
- Assisting fundraising groups within the school
- Being a signing officer of the school accounts in conjunction with the school administrator
- Generating cheques to pay Account Payables
- Issuing receipts when necessary
- Preparing bank deposits
- Reconciling bank statements
- Placing orders; tracking back orders
- Assisting with required reporting to the Secretary-Treasurer of Type A school funds, as required

6. Assists with Coordinating Special Events

- Assemblies/Concerts/Graduation
- Awards
- Track & Field events
- Class/Field trips