

STUDENT SERVICE PERSONNEL POSITION DESCRIPTION

POSITION TITLE: **Assistant to Coordinator of Student Services**

REPORTS TO: **Secretary Treasurer**

PURPOSE OF POSITION

- ❖ The administrative assistant communicates information and acts as a liaison between the Coordinator, staff, students, parents/guardians, and the general community. Under the supervision of the Coordinator, he/she provides clerical support and assistance to ensure the effective and efficient operation of the student service department.
- ❖ While there are certain duties that apply generally to all administrative assistants, it is recognized that the demands of each discipline within the department is unique, necessitating some flexibility of assigned duties.

DUTIES AND RESPONSIBILITIES

- ❖ The administrative assistant will support the mission and values of Fort La Bosse School Division
- ❖ Provide personal and confidential administrative support to the Coordinator of Student Services and members of the Student Service Department.
- ❖ Contribute to the smooth and efficient operation of the School Division Administration Office and to maximize positive support services to members of the Division community.
- ❖ Work collaboratively with FLBSD clerical personnel to maintain personnel records
- ❖ Cross train with Senior Administrative Assistant as need arises
- ❖ Maintain appropriate skill set by participating in training required to work effectively in position
- ❖ Perform other related duties as may be assigned
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