

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

JOB SUMMARY: An employee who, under the direction of the principal/vice principal, performs a variety of organizational, accounting and secretarial functions of the school.

QUALIFICATIONS REQUIRED:

1. Office Administration Certificate from a recognized post-secondary institution
2. Accounting Certificate or equivalent coursework
3. Minimum of two years previous administrative assistant experience would be considered an asset
4. Driver's License

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Develop effective work methods to handle assigned tasks.
3. Be self-directed, work independently and/or work collegially in a team environment.
4. Use courtesy, tact and discretion with students, parents and staff
5. Maintain confidentiality with sensitive documents and information seen or heard.
6. Work in a busy environment with constant interruptions.
7. Work in disagreeable and/or hostile conditions with tact and diplomacy.
8. Operate and maintain office equipment related to the position.
9. Complete specialized and technical reports.
10. Understand, interpret and apply Ministry guidelines and technical manuals.
11. Solve problems related to the position.
12. Apply strong organizational skills.

RESPONSIBILITIES AND DUTIES:

1. Meet required deadlines.
2. Implementation of the student safety Call Back Program.
3. Assist in the maintenance of various safety programs, such as first aid, fire drills, crisis response, and WorkSafeBC expectations.
4. Provide first alert and appropriate action for accidents and other potentially serious and/or dangerous situations.
5. Provide guidance and support to staff, students and others for tasks that require assistance.
6. Prepare routine and confidential correspondence from oral or written instructions.
7. Perform related accounting and budgeting tasks.
8. Purchasing of and ensuring adequate supplies under the direction of the Principal.
9. Ensure that employee absences are accurately recorded.

10. Maintain all student records and generate reports for the school, District and Ministry.
11. Ensure the integrity of student information.
12. Sort and distribute mail.
13. Build positive relationships with all stakeholders
14. Perform other job-related duties.

May 9, 2024