

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES

**ADMINISTRATIVE ASSISTANT – SUPERINTENDENTS’ TEAM
(PROGRAM)**

1. **Position Summary**

As a member of the Superintendents’ Team, under the direction of the Assistant Superintendent - Program, perform clerical and administrative duties and provide assistance to school administration, school staff and the public.

2. **Duties**

a) **Administration**

- Research and prepare reports for use by the Superintendents’ Team regarding program implementation.
- Prepare highly responsible and exacting correspondence and reports containing highly sensitive and confidential information.
- In the absence of the Superintendents’ Team, respond to queries and provide clarification regarding their decisions and directions, Divisional policy and practices, and upcoming activities.
- Interpret instructions and issues arising and then implement actions according to Divisional policy and procedure.
- Research and investigate information to enable strategic decision-making by others.
- Prepare correspondence, compile data, statistics and other information.
- Open, sort and direct incoming mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Set up and maintain an efficient central filing system and ensure the security of confidential files.

2. **Duties**

a) **Administration**

- Assist with the development and distribution of the Divisional Newsletter.
- Coordinate the Grade 4 Swimming Program.
- Provide administrative support in the areas of Physical Education, Music and Language Programs.
- Compile, organize, coordinate, assist in planning, and report information for divisional professional development activities such as divisional workshops, parent workshops, divisional in-services and the Seven Oaks Symposium Series.
- Prepare and distribute meeting agendas and background materials for various committees and make the necessary arrangements for the meetings.
- Prepare administrators' meetings notes.
- Distribute and/or scan to email to staff notifications and divisional information.
- Provide assistance in the completion of Manitoba Education statistical report forms; collection and verification.

b) **Computer Function**

- Word process items such as: board material, agendas, minutes, newsletters, and advertisements, compose routine correspondence, memos, letters and reports.
- Maintain sections of the Divisional Website.
- CIMS software.

c) Public Relations

- Answer incoming calls, assess urgency of callers' requests, screen and relay messages, receive visitors, answer callers' request in accordance with the Division's policies and procedures and arrange meetings and appointments.
- Assist staff, outside organizations and visitors.

d) Other Duties

- Receive, acknowledge, process, and maintain program information and materials regarding all curricula offered in the division and provide appropriate information and material when requested.
- Set-up employee interviews.
- Compile, organize and report on special projects.
- Produce and set locally produced research reports.
- Process conference funding for teaching staff.
- Process conference registrations and make travel arrangements for the Assistant Superintendent.
- Order office supplies, process credit card payments, track costs and arrangement payments.

3. Education

- Grade XII.
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, key boarding and basic accounting.
- Typing 60 w.p.m.
- Use office equipment such as computers, multi-line phone, voice mail, photocopier, calculator, scanner, fax.
- Knowledge of student and human resource software – C.I.M.S.

3. Education (continued)

- Knowledge of PHIA and FIPPA Acts.
- Participate in ongoing professional development.

4. Experience

- 3 to 5 years previous experience, plus 2 year on-the-job training which includes in-house computer training.

5. Physical Demands

- Intense visual and mental concentration, eyestrain from computer, deadlines and sitting for long periods of time.
- Lift office supplies/equipment as required.

6. Working Conditions

- Exposure to noise of staff and frequent interruptions with conflicting demands and deadlines.
- Need to meet frequent crucial deadlines.
- Occasional after hour work and attendance at educational seminars is required.