

**ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**

**ADMINISTRATIVE ASSISTANT - PERSONNEL**

1. **Position Summary**

As a member of the Superintendent's team, under the direction of the Assistant Superintendent-Personnel, perform secretarial and administrative duties including preparation of administrators' meetings and teacher workshops materials, recording secretary of school administrator meetings.

2. **Duties**

a) **Administration**

- Prepare highly responsible and exacting correspondence and reports containing highly sensitive and confidential information.
- 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 personnel records filing system and central filing system and ensure the security of confidential files.
- Distribute and/or scan to email administrator, teacher and staff notifications.
- Coordinate Annual Reflections of Professional Learning and evaluations of teachers, clerical staff and library technicians.

2. **Duties**

a) **Administration**

- Prepare and distribute agendas and background materials and make all the necessary arrangements for meetings of committees of administrators and teachers.
- Record minutes of administrator meetings.

b) **Computer Function**

- Word process items such as: agendas, minutes, newsletters, and advertisements, compose routine correspondence, memos, letters and reports.
- Prepare board materials for board agendas and add materials to the web based Board Agenda program.
- Maintain the web based Human Resources section.
- Co-ordinate meetings and appointments.

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, trustees, outside organizations and visitors.

d) **Other Duties**

- Organize and coordinate events such as long service retirement dinner.
- Advertise job openings in the newspaper, on the web and with external organizations.
- Process conference registrations and make travel arrangements for the Assistant Superintendent.
- Coordinate Administrators' professional development.

- Set up employee interviews.

**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.
- Knowledge of C.I.M.S. computer software.
- 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 and file storage boxes 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 attendance at educational seminars is required.