

**ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES****ADMINISTRATIVE ASSISTANT – COMMUNITY SCHOOLS****1. Position Summary**

Under the general direction of the Superintendent, is responsible for the administration of the Community Schools Department and for the publication of the Seven Oaks School Division newspaper.

**2. Duties****(a) Facility Association/Rentals**

- Issue permits for functions in schools for divisional events and non-divisional organizations (e.g., sporting events and socials) and circulate written notice of cancellations.
- Establish fee guidelines and policies for use of division facilities.
- Arrange for equipment to be supplied and set up at specified times (e.g., chairs, tables).
- Engage personnel to maintain security of equipment and schools when buildings are used by non-division organizations.
- Provides written information to the Manitoba Liquor Control Commission regarding permits for evening and weekend functions.

**(b) Evening Schools**

Education Program:

- Oversees complete administration of the Evening School Program, including the selection of programs, engaging instructors, establishment of remuneration, rates, payroll, and the provision of equipment and supplies.

2. **Duties**

(b) **Evening Schools**

Education Program:

- Oversees the administration of the Driver Education Program, including the engagement of instructors, establishment of remuneration rates, payroll, and the provision of equipment and supplies.
- Maintains full responsibility for payroll, equipment and supplies for other after school programs, such as Heritage Language and Gymnastic programs.
- Prepare and manage annual departmental budget.
- Prepare and make regular bank deposits.
- Establish and maintain a system of accounting for fee receipts (e.g., driver education, evening class registration).
- Prepare government grant applications and claims.
- Report to the Board of Trustees concerning community schools program.

Newsletter:

- Serve as editor/publisher/photographer/reporter of the divisional newspaper.

3. **Education**

- Grade XII.
- Business Administration Course.
- Excellent communication skills.

4. **Experience**

- Over 6 months -- up to 1 year on the job.

5. **Physical Demands**

- Mental concentration and visual concentration when performing accounting and administrative functions.

6. **Working Conditions**

- Pressure of meeting continuous deadlines.
- Required to work evenings and weekends.

Committee feels position title should be changed to Director – Community Schools/Services.