

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****SCHOOL ADMINISTRATIVE ASSISTANT****Position Summary**

Under the general supervision of the School Administrator(s), performs student record, purchasing, accounting, secretarial and administrative duties. Assists staff, students, parents and visitors. *Where there is more than one Administrative Assistant, works collaboratively to ensure tasks are completed and each has knowledge in aspects of the others job.*

**Core Characteristics**

- Optimistic: Passionate, enthusiastic, imaginative, has good communication skills – is tactful/courteous in explaining and/or exchanging data or information to students, staff and to the public.
- Responsibility: Responsible to Seven Oaks, to students, to community, to others.
- Secretary as Learner: Reflective, continuous learner, curious, outside interests, flexible, adaptability.
- Judgement: Is able to maintain confidentiality, has an ethical foundation, has the ability to work independently with minimal supervision, demonstrates good judgement in relationship with others, is able to work in a team/school setting.
- Technical Expertise: Is able to multi-task and has a strong understanding of the job.
- Use of Technology: Maintains currency with technology skills.

**Duties**

- Perform incidental duties related to student well-being.
- Answer incoming calls, relay messages, receive visitors, answer callers' requests regarding school/division policies and coordinate appointments.
- Orient and assist substitute employees.
- Set up, scan and maintain student records including student assessments, courses, schedules and time tables and course credits and produce reports including report cards and transcripts.
- Assist in preparations of graduation and awards nights by providing grad lists, invitations, programs, diplomas, tickets and other related duties as assigned.
- Maintain and manage student debts.
- Coordinate transportation forms, enter and maintain student transportation

Revised: May 29, 2017

Revised: December 12, 2016

Revised: April 13, 2015

information, collect and balance transportation fee payments, maintain field trips and Technology, Arts and Sports information.

- Set up and maintain school operating budget and school fund accounts, issue cheques, journal entries, vouchers, receipts and prepare bank deposits, GST rebates and reimbursement claims.
- Reconcile cash receipts, cash disbursements and bank statements.
- Prepare and manage purchase orders, maintain files, cross-check packing slips against purchase orders, check back orders, review invoices for correct charges, scan documentation and coordinate invoices for approval by Administrator for payment.
- Prepare reports as may be required.
- Produce data for Manitoba Education.
- Prepare and maintain records, statistical reports such as fire drills, maintenance requisitions, Divisional Calendar of Events and school website.
- Compose and word process items such as routine correspondence, tests, newsletters, teacher evaluations, diplomas, student and teacher information handbooks.
- Prepare reports such as weekly and semi-monthly employee management reports and maintain the absence management system.
- Receive calls from parents regarding their child's attendance, record student attendance in the Division's attendance management software. Call parents when their child is absent and prior notice has not been received by the school. Prepare and send student attendance forms.
- Record reason for absence on student attendance system and advise teacher.
- Issue late slips and record names of students leaving school.
- Train new employees and substitutes.
- Organize and maintain office files.
- Open, sort and direct incoming mail.
- Order, maintain and distribute supplies, stamps, bus tickets/passes.
- Assess equipment problems and coordinate repair.
- Organize and maintain detailed records of school inventory such as all equipment, computers, office machines, paper and office supplies.
- Run inventory reports.
- Coordinate clerical aspects of events, school photo days, distribution of photos, immunization forms, applications for transportation, field trips, graduation, student

Revised: May 29, 2017

Revised: December 12, 2016

Revised: April 13, 2015

registration, teas, concerts and others as required.

- Coordinate and schedule parent/teacher interviews and kindergarten registration.
- Supervise students in the office area in the absence of the Administrator(s).
- Record and transcribe meeting minutes.
- Attend to emergent needs of students in absence of Administrator(s).
- Collect and reconcile various accounts such as milk, canteen, hot dog and fundraising activities.
- Operate PA system.
- Maintain the electronic message sign.
- Photocopy, fax and scan.
- Assist staff in operating office equipment.
- Manage distribution of keys.
- Unpack office supplies as required.

**Education**

- Grade XII
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.
- Typing 50 wpm.

**Experience**

- Two to three years previous experience.
- Use of office equipment such as computer, multi-line phone, calculator, photocopier, scanner and fax machine.

**Working Conditions**

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.
- Occasional after-hour attendance.