



ADMINISTRATIVE ASSISTANT

**DAILY SUPERVISOR: PRINCIPAL
HOURS OF WORK: 35 HOURS PER WEEK**

Under the direction of the principal, provides support to school and division administration, staff and educational partners. Through a collaborative team-based structure, they will carry out day to day tasks as assigned to effectively and efficiently run the school office. Confidentiality is of utmost importance. This position does not have any direct reports or supervisory/managerial components.

QUALIFICATIONS

EDUCATION:

Two (2) year diploma in business administration and accounting background is preferred.

WORK EXPERIENCE:

One (1) year office experience within a school setting is preferred.

TECHNICAL SKILLS:

Office equipment (photocopiers, phone systems, laminators, etc.);
Able to work in Google platform (G suite; specifically, Google Drive, Mail, Docs, Sheets, Calendar, Slides, etc.);
Knowledge of Microsoft Office programs eg: Publisher, Word, Excel, Outlook;
Website maintenance;
Student Information Systems (currently PowerSchool, Dossier, PASI);
Division/School Financial platform (currently school cash/KEV);
Leave management system (currently PowerSchool Atrieve ERP).

INTERPERSONAL SKILLS:

Excellent:
Public Relations skills
Communication (both written and oral) skills
Telephone etiquette
Organizational skills
Time management
Collaborative team member
Willingness to take required training specific to job duties;
Able to work under deadlines;
Capacity to work independently and show initiative.



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DUTIES AND RESPONSIBILITIES (may include but not limited to):

Operate School Information System (SIS) platform;
PowerSchool administration
Data entry for all new students.
Timetables for students and staff (producing not creating)
Printing or ensuring report cards (if online) are completed
Work within Provincial Access to School Information PASI;
Manage School/Division accounting system;
 all things KEV and money related,
 including sending out invoices.
Maintain leave management system;
 additions, changes and provide support for staff;
Update employee schedules;
Pull data to support reporting to parents, Government and
educational partners;
Prepare reports, correspondence, letters as directed by principal;
Will have knowledge of all duties of school administrative support
staff, and provide coverage when necessary;
Provide administrative support to specific programs or
departments. First check on field trip forms
Count report to CEC at end of month
Purchasing of supplies (educational and administrative)
Keys and fobs - tracking and requisitioning
Answering phones when necessary
P.A.T. ordering, confirming, organizing and sending back
Checking daily attendance in PowerSchool
Lock and Locker assignments and management
Manage accident reporting at school level
Create medical list of students who are high alert and student
medication updates
Nominal Roll (along with FNMI support worker)
Bus transportation and bus passes
Deal with mail both external and internal
Attendance in student record file
May coordinate substitutes for teachers and support staff
Check Atrieve on Fridays

Schools may assign duties differently between administrative assistants and administrative support (formerly clerk typist) as agreed upon with principal.