



## **ADMINISTRATIVE SUPPORT (CLERK TYPIST)**

**DAILY SUPERVISOR: PRINCIPAL**

**HOURS OF WORK: 35 HOURS PER WEEK**

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Under the direction of the principal, provides support to administration and staff. Through a collaborative team-based structure, they will carry out tasks as assigned by the school administration. Confidentiality is of utmost importance.

### **QUALIFICATIONS**

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#### **EDUCATION:**

Two (2) year diploma in office administration preferred

#### **WORK EXPERIENCE:**

One (1) year office experience is an asset

#### **TECHNICAL SKILLS:**

Office equipment (photocopiers, phone systems, laminators, etc.)

Microsoft Office programs eg: Publisher, Word, Excel

Website maintenance

Student Information Systems

Google platforms eg: Google Drive, Mail, Docs, Sheets, Calendar, Slides, etc.

#### **INTERPERSONAL SKILLS:**

Excellent public relations skills

Communication skills

Telephone etiquette

Organizational skills

Time management

Collaborative team member

Ability to work with deadlines

Ability to work independently and show initiative



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

Welcoming public at the front desk (parents/outside agencies/visitors/etc.)  
Answering phones and taking messages, setting up appt. for admin.  
Attendance tracking am and pm, calls home to confirm absences  
Booking teacher and support subs and entering in Atrieve system  
Transportation (passes/reports/cabs/etc.)  
Calendar and newsletter- monthly  
Food programs / purchasing supplies  
Photocopying/laminating  
Medication and medical forms/ Administration of medication  
First aid  
Student Records/Organization  
    Registrations- ensure all information is correct and complete. Proper documentation received.  
    Make up new student files.  
    Re-registrations in the spring, send out and receive. Contact families that have not brought in forms.  
    Retrieving and sending student files to and from other schools.  
    Input any new information into PowerSchool  
Special Event Organization (Picture Day/Guests/Christmas concerts/Family BBQ/etc)  
Updates and memos to parents/ Posters (Pow Wow) etc.  
School Council  
Set up and book Parent Teacher Conferences  
Order supplies for office, teachers, library, art etc.  
Purchase orders and accounts payable and petty cash reconciliation  
Take pictures at school events.  
Distribute mail and faxes.  
Social club/ flowers and cards for staff.  
Awards certificates.

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