



ADMINISTRATIVE ASSISTANT

Position Profile: Administrative assistants are employed for the purpose of providing clerical assistance to the principal and staff of the school.

Directly Reports To: Principal

In-Directly Reports: Superintendent of Schools

Duties & Responsibilities

- Greets all parents and other visitors to the school in a warm, friendly manner.
 - Receives inquiries or messages by telephone or in person for the principal, teachers, students, parents, or other individuals and relays or redirects all such messages as directed.
 - Completes all typing, word processing, duplicating, distributing of materials and other documents as required by the principal.
 - Processes all mail, attendance reports, registration of students and maintains all school account records.
 - Distributes information to all personnel as requested by the principal.
 - Operates the public address system and other office equipment.
 - Assists in performing the accounting functions required to maintain; the school financial records, process purchase orders, and the office and school inventory lists. May collect, tabulate and record/deposit funds from various school functions.
 - May be responsible for pickup and delivery of all mail, packages, etc. from post office, bus depot or courier service and distributes it to appropriate personnel.
 - Maintains the filing/record keeping system for the school.
 - Maintains strict confidentiality of all information pertaining to the school.
 - Participates in inservice and/or school level conferences as required.
 - The specific duties may vary from school to school. The specifics of the assignment shall be set by the principal.
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Education & Qualifications

- Minimum Grade 12 diploma or equivalent.
- A diploma or certificate in a related post-secondary program is required for all permanent employees, however, not mandatory upon commencement of employment. In accordance with *Administrative Procedure 400 – Staff Recruitment and Selection*, if a new permanent employee has not completed the appropriate training, he or she will be required to enroll in a Board approved post-secondary course related to an administrative program prior to the completion of his/her probationary period. For the purposes of this clause, appropriate training shall be in a related field such as business administration or office education.

Competencies, Skills and Abilities

- **Quality & Organization of Work**

An Administrative Assistant must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

An Administrative Assistant must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change.

- **Communication**

An Administrative Assistant must communicate effectively to school administration, staff, parents and division office personnel. Excellent interpersonal skills along with proven written and oral communication skills are required.

- **Job Knowledge**

An Administrative Assistant must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks. One must demonstrate his or her ability to effectively create, manipulate and utilize spreadsheets, word documents and file management.

- **Cooperation & Teamwork**

This position involves working collaboratively with, and under the direction of, the school administration and with other school personnel on a daily basis. Administrative Assistants must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**

An Administrative Assistant must display a positive attitude toward others, their work, school and the division.

- **Confidentiality**

At no time should Administrative Assistants discuss in public information pertaining to employees, students or the operation of the division. Administrative Assistants are expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

As of December 14, 2011 (Replaces AP433)