PRAIRIE SPIRIT SCHOOL DIVISION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

Reports to: Directly: Principal

General Description:

This position is responsible for ensuring that the school office functions in an efficient and effective manner. This position requires the performance of administrative assistant tasks and related office functions to provide support for the principal, and in turn school staff and students in schools.

Required Education, Knowledge, Qualifications and Experience:

- Have formal training and experience in the administrative assistant or business administration field;
- Have excellent computer and communication skills;
- Be proficient in the use of Microsoft Office products;
- Have experience in basic accounting procedures.

Skills and Abilities:

- Value the creation of supportive and caring environments that foster positive learning outcomes;
- Value collaboration and cooperative relationships;
- Value inclusiveness as the celebration and acceptance of all people;
- Be self-directed, task and goal oriented;
- Value and maintain strict confidentiality with respect to school division operations;
- Display a positive attitude.

Supervision of Staff:

There is no supervision within the scope of this position.

Responsibilities and Duties:

1. Be willing to engage in life long learning with respect to training, inservices and courses of study.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children.
3. Deal tactfully with staff, students, parents and the public.
4. Be knowledgeable and supportive of applicable School Division policies and procedures.
5. Perform receptionist duties by greeting visitors and parents, assisting with the intercom system, answering the telephone, ascertaining the nature of business, providing information or redirecting inquiries as required.

6. Perform various word processing responsibilities using a computer such as forms, school programs, correspondence, exams, student handbooks, school communication, newsletters, schedules and a variety of reports as directed.
7. Order office supplies and other school materials as required.
8. Operate computer-based programs for accounting, student, and personnel information as required.
9. Enter data and generate monthly and other reports in the student information, financial, and administrative systems as required by the principal, School Division personnel, and the Department of Learning.
10. Perform the financial functions required to maintain school financial records such as purchase orders, bank deposits, receipts, petty cash reports, and other budgeting information as required
11. Follow up on student attendance issues as required and maintain accurate attendance records/forms and reports as requested by the principal.
12. Maintain filing systems for the school office including correspondence, reports, student cumulative files, and general information including those of confidential nature.
13. Maintain accurate student records such as registrations, transfers, withdrawals, correspondence, etc.
14. Register new students and obtain all necessary information and provide tours as requested.
15. Make necessary telephone calls to obtain or provide information on behalf of the administration as required.
16. Schedule appointments and interviews.
17. Arrange substitute staff replacements and distribute information to substitutes as required.
18. Schedule and make arrangements for meetings and special school functions as requested.
19. Performs such other tasks as may be required to meet organizational deadlines and objectives.

Judgement, Independence, and Client Contact:

- **Confidentiality**
  At no time should an Administrative Assistant discuss in public information pertaining to staff or students. An Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school division. Breaching confidentially is a serious violation of acceptable conduct.
- **Independence**
  An Administrative Assistant is expected to work independently.

- **Working Jointly With Other Staff**
  This position involves working closely with other staff on a daily basis.

- **Responsibility for quality of assigned work**
  The employee receives only occasional general supervision and is solely responsible for the quality of the assigned work. The quality of the work is dependent upon the efficient relay of timely information. The "first impression" image of organization is dependent upon the quality of the work.