

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.16
SECTION:	RELATIONS		
POSITION:	SCHOOL ADMINISTRATIVE ASSISTANT		

1. **Immediate Supervisor:** Principal

2. **Primary Function**

The school administrative assistant is a support staff position that is instrumental to developing and proclaiming the Christ like value of welcoming and service. The school administrative assistant performs a variety of complex and routine office procedures using word processing, clerical, organizational, and computer skills with minimum supervision.

3. **Minimum Qualifications**

- 3.1 High school diploma or equivalent and additional business/administrative assistant courses.
- 3.2 Two (2) to three (3) years' administrative assistant experience in progressively responsible positions, preferably in a school system.
- 3.3 Proficiency, in use of word processing software (Word) as exhibited by use of all program functions routinely used in the office, including some advanced features.
- 3.4 Proficiency in use of spreadsheet software (Excel) as exhibited by use of beginner and intermediate level program functions.
- 3.5 Initiative/ability to learn other computer programs as required.
- 3.6 Possesses keyboarding skills with which to produce accurate work in a time efficient manner.
- 3.7 Thorough knowledge of standard office practices and equipment (phones, photocopier, fax, public address system, etc.).
- 3.8 Exhibits use of correct English grammar, spelling and punctuation.

4. **Knowledge, Skills and Abilities**

- 4.1 Possesses the following attributes: follows instructions willingly, able to meet deadlines, organizational loyalty, honesty, punctuality and dependability.
- 4.2 Is self-motivated and able to work independently.
- 4.3 Ability to deal with members of the general public in a pleasant and effective manner both on the telephone and in person.
- 4.4 Ability to establish and maintain effective working relationships with others.

- 4.5 Ability to quickly learn procedures used to report information and maintain records.
- 4.6 Ability to interpret and apply policies and procedures.
- 4.7 Ability to plan and manage assigned functions.
- 4.8 Displays a professional attitude and good communication skills.

5. Performance Responsibilities

- 5.1 Use knowledge of Board policies and administrative and clerical procedures which apply to assigned school operations to make decisions in absence of supervisor and to handle some routine administrative duties.
- 5.2 Assist supervisor by accepting those responsibilities which the supervisor feels appropriate to delegate (e.g. collecting and recording money, verifying leave forms/time sheets for school staff, planning special events).
- 5.3 Prepare, distribute and track various forms including work orders, and purchase requisitions.
- 5.4 Compose communications.
- 5.5 Use computer programs required to accomplish assigned work, especially student information software.
- 5.6 Gather and compile data necessary for preparation of reports.
- 5.7 Maintain strict confidentiality of all information pertaining to the school including reports, records, correspondence and communications.
- 5.8 Student Data System
 - 5.8.1 Maintain accurate demographic information for all students.
 - 5.8.2 Maintain accurate attendance records and print attendance reports as required.
 - 5.8.3 Provide support to teachers in utilizing the data system for attendance and marks.
- 5.9 Accounting, Purchase Ordering and Receiving
 - 5.9.1 Accurately maintain, monitor and verify school decentralized, petty cash and school administration accounts.
 - 5.9.2 Prepare purchase orders under the direction of the Principal.
 - 5.9.3 Maintain up-to-date inventory lists.
 - 5.9.4 Verify packing slips, receiving orders and back orders.
 - 5.9.5 Maintain first aid supplies for the school.

- 5.10 Bookkeeping/Record Keeping/Filing
 - 5.10.1 Maintain school office files and student record files.
 - 5.10.2 Assists with the registration process for new students (registration forms, cumulative folders requests).
 - 5.10.3 Process attendance reports.
 - 5.10.4 Maintains an accurate record of teacher/staff absenteeism and sub forms.
 - 5.10.5 Duplicate and/or distribute materials and other documents as required by the Principal.
- 5.11 Coordinate meetings and make travel arrangements when requested.
- 5.12 Keep accurate records of school activity accounts from which a monthly balance sheet and an annual audit can be made.
- 5.13 Initiate and maintain files and student records in a manner that ensures both easy access to information and compliance with the Administrative Procedure 185 Records Management.
- 5.14 Processes all mail and may be responsible for pick up and delivery of all mail, packages, etc. from post office or courier service and distributes it to appropriate personnel.
- 5.15 Handle telephone calls in an efficient courteous manner, taking accurate and complete messages or relay calls to appropriate person.
- 5.16 Maintain a pleasant attitude, being tactful and courteous toward co-workers, students, parents and visitors.
- 5.17 Maintains a neat and organized work area.
- 5.18 Participate in in-service as required.
- 5.19 Perform other duties as assigned by Principal

6. Terms of Employment

- 6.1 In schools with student enrolments of less than three hundred fifty (350) students, the Principal shall arrange one hundred ninety-seven (197) days of work for a full-time position. In schools with student enrolments of greater than three hundred fifty (350) students, the Principal shall arrange two hundred (200) days of work for a full-time position.

7. Confidentiality

- 7.1 At no time should the Administrative Assistant discuss in public information pertaining to employees, students or the operation of the school division. The Administrative Assistant is 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*.

Conclusion

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the role expectations if the work is similar, related or a logical assignment to the position.

The position does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements for the position change.

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