



## School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-08

### SECONDARY ADMINISTRATION ASSISTANT I

Location: Single Person Office

#### SUMMARY:

Under the direction, supervision and evaluation of the Administrative Officer, provides clerical and bookkeeping services and ensures the efficient operation of the school office.

#### DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents, District stock requests and correspondence.
- Monitors school budget including processing of purchase orders, approving invoices for payment and publication of account balances.
- Maintains school Trust accounts including collection of cash, issuing receipts and cheques, depositing funds, month-end balancing and bank reconciliation.
- Answers inquiries and provides assistance to students, teachers and general public; may direct and advise other employees (e.g.; photocopier, fax machine, completion of forms).
- Maintains and balances the Petty Cash fund and requests reimbursement from the Board Office.
- Secures casual workers, as required, and completes record keeping for District office.
- Registers new students; maintains student information and records; requests and forwards student files as required.
- Inputs report card data, produces confirmation reports, produces report cards, proof reads, collates and prepares for distribution.
- Maintains student timetables and updates as required.
- Administers minor first aid to students; monitors students in the office.
- Schedules parent/teacher interviews.
- Assists in the arrangement of special events (field trips, open houses, school leaving ceremonies).
- Enters attendance and operates call back system.
- Generates month-end and year-end reports from computerized attendance/scheduling programs and performs computer backup.
- Maintains a sufficient level of supplies and materials for the school.
- Other duties may be included based on appointment (i.e. Library, Speech and Language Clinic).
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.

**Duties Continued:**

- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

**QUALIFICATIONS:**

- Grade 12 education or the equivalent
- Grade 12 level bookkeeping/accounting course or equivalent
- Minimum of four years office experience
- Detailed knowledge of word processing, database management and spreadsheet programs on a computer
- Successful completion of the District Clerical test
- Ability to operate standard office equipment
- Detailed knowledge of computerized attendance/scheduling programs

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

**APPROVED:**

On behalf of:  
School District No. 46 (Sunshine Coast)

*[Signature]*  
Secretary-Treasurer

FEB - 7 1994  
Date

On behalf of:  
C.U.P.E. Local 801

*[Signature]*  
President

February 2/94  
Date