



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-09

SECONDARY ADMINISTRATION ASSISTANT II

Location: Multi-person Office

SUMMARY:

Under the direction, supervision and evaluation of the Administrative Officer(s), provides clerical and bookkeeping services, directs other office staff 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.
- Secures casual workers, as required, and completes record keeping for District office.
- Maintains and balances the Petty Cash fund and requests reimbursement from the Board Office.
- Directs and advises other employees.
- 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).
- Answers inquiries and provides assistance to students, teachers and general public.
- 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.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- 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)

Tim Anderson
Secretary-Treasurer

February 7, 1994

Date

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

Celia Fisher
President

February 2, 1994

Date