



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-03

ELEMENTARY OFFICE ASSISTANT

Location: Elementary Schools

SUMMARY:

Under the direction of the Senior Administration Assistant, and the supervision and evaluation of the Administrative Officer(s), provides basic clerical services.

DUTIES:

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, typing documents and correspondence.
- Answers inquiries and provides assistance to students, teachers and general public.
- Assists with processing of report cards.
- Registers new students; maintains student information and records; requests and forwards student files.
- Schedules parent teacher interviews.
- Administers minor first aid.
- 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.
- Other duties may be included based on appointment (i.e. speech).
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Successful completion of the District Clerical test
- Ability to operate standard office equipment

Qualifications Continued:

- Working knowledge of word processing and database management programs on a Macintosh computer

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