



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-04

ELEMENTARY 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, purchase orders, District stock requests and correspondence.
- Secures casual workers, as required, and completes record keeping for District office.
- Produces reports as required, including those from computerized attendance/scheduling programs and performs computer backup.
- Registers new students; maintains student information and records; requests and forwards student files.
- Administers minor first aid to students; monitors students in the office.
- Enters attendance initially and may operate call back system; monitors operation of telephone tree.
- Schedules parent teacher interviews.
- Maintains a sufficient level of supplies and materials for the school.
- 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.
- Disburses and reconciles Petty Cash account and requests reimbursement from Board Office.
- Processes report cards, collates, and prepares for distribution.
- 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; may direct and advise other employees (e.g.; photocopier, fax machine, completion of forms).
- Other duties may be included based on appointment (i.e., Library)
- 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 or the equivalent
- Successful completion of the District Clerical test
- Minimum of two years office experience
- Ability to operate standard office equipment
- Detailed knowledge of word processing, database management and spreadsheet programs on a computer
- Working 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