

## **Administrative Assistant**

### **Permanent 10-month position aligning with the school calendar**

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The Administrative Assistant provides comprehensive administrative, clerical, and operational support to ensure the efficient and effective day-to-day functioning of the school. Working under the direction of the Principal or Assistant Principal, the Administrative Assistant serves as a key point of contact for students, staff, parents, and the broader school community, and supports school operations with professionalism, discretion, and initiative. The Administrative Assistant should demonstrate a consistently positive, welcoming, and professional demeanor.

#### **PowerSchool**

- Maintain Grades K-9 student attendance daily
- Provides attendance reports as required
- Contact parents when a student is absent
- Assist with updating demographic information
- Assist with new student registration
- Work with the Registrar to train for backup

#### **Reception/Clerical**

- Prepare and distribute newsletters and calendars to students in hard copy form and electronically
- Answer phones, take and relay messages
- Greet and direct visitors, parents, and students
- Receive and distribute incoming/outgoing mail or courier material
- Assist students, parents, the public, and staff with general inquiries
- Redirect e-mail messages as required
- Provide assistance to staff members with computers, and photocopiers
- Keep track of office/teacher supplies and order when needed
- Manage photocopier interface, place supply orders, and maintenance calls
- Book busing for field trips and track for invoicing
- Pick up mail and distribute to appropriate parties
- Manage and track the volunteer database and documents
- Manage the bell system
- Coordinate the School Supply Pre-Order program yearly
- Year-end awards (honors, etc.) Collect award recipients, print certificates, and coordinate medals
- Assist in organizing Christmas Concert, picture day, etc.
- Ensure current public performance licenses are maintained for the school

- Manage the school interviews program for scheduling Parent/Teacher interviews.
- Manage health and medication forms for students. Store medication securely and administer and log it when necessary.
- Update and distribute evacuation maps for all rooms in the school
- Ensure all classrooms and common areas (learning commons, gym, etc.) have up-to-date emergency response manuals and current class lists
- Produce and post the newsletter using approved software and/or the school website

### **Secretarial Duties/Purchasing**

- Assist teachers, students, and parents with various tasks
- Order first-aid kits/supplies and distribute as necessary
- Coordinate and assist casual staff, volunteers, and noon hour supervisors
- Track/book extracurricular gym use, including after-hours rentals and maintain contracts
- Purchase end-of-year award medals/trophy
- Register staff for Annual Teacher's Convention and communicate to staff

### **Fees**

- Maintain accurate records of all school, extracurricular, and course-related fees, ensuring updates are reflected in a timely manner
- Generate and distribute invoices to families using the school's financial system, ensuring clarity and accuracy of charges
- Track payments and outstanding balances, keeping organized and up-to-date financial records
- Send regular reminders and follow-ups to families regarding unpaid fees in a professional and respectful manner
- Coordinate with school administration to resolve discrepancies or concerns related to student fees
- Prepare periodic reports on fee collection status and outstanding accounts for school leadership
- Ensure confidentiality and compliance with school division financial policies and procedures

### **Library**

- Manage Insignia Database and update as needed
- Inputting all new books/textbooks/novel studies into the database
- Making sure all new items have barcode/spine labels
- Purchase supplies for repairing books and ensure books are in good repair
- Ensure all books are shelved properly
- Send overdue notices to students
- Charge lost or damage fees for books
- Order classroom books/supplies
- Book Scholastic book fair and distribute book order information
- Assist staff with finding books to supplement their units

**First Aid**

- Assist with the care and safety of injured or ill students
- Monitor students in the infirmary and contact parents, if necessary
- Administer medication to students as authorized
- Coordinate first aid training for staff.

**EDUCATION AND EXPERIENCE**

- 1) Education and Training:
  - Accounting and bookkeeping
  - First Aid Certification
  - Google SuiteQuickbooks experience would be considered an asset.
  
- 2) Experience:
  - Minimum of two (2) years related experience in a school or office environment.

**Equivalencies will be considered**

**CORE COMPETENCIES**

- Foster a friendly and approachable atmosphere that reflects the values and culture of the school community
- Effective oral and written communication skills
- Effective organizational and time management skills

**ADDITIONAL INFORMATION**

Classified/Support Staff shall conduct themselves in an honest and diligent manner. Employees should not engage in any activity of any nature, including online activity, that would conflict with their duty to the school authority or that could reasonably be expected to be detrimental to the school authority's interest or reputation. Employees shall maintain the strictest confidence in information gained through their position.

Benefits and pension are included in this 10-month position.