



# ADMINISTRATIVE ASSISTANT (INCLUSIVE EDUCATION/SUMMER SCHOOL)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

This is a senior administrative assistant position reporting to the Director, Inclusive Education, District Principal, Inclusive Education, and Assistant Secretary-Treasurer. The Administrative Assistant (Inclusive Education) performs a wide range of office administration tasks in support of the Director, Inclusive Education such as monitoring of department budgets, spreadsheet preparation and analysis, and the handling and filing of confidential information. This position also performs a variety of administrative support duties for all department staff including Learning Support Teachers, Education Assistants, and other school-based support staff. From May to July, this position also supports and provides coordination for SD72's Summer School.

## SPECIFIC RESPONSIBILITIES

- Performing a variety of office administration duties for the Director, Inclusive Education and the District Principal, Inclusive Education.
- Provide administrative support for all department staff and Learning Support Teachers and Education Assistant's at schools which may include ordering supplies, organizing training, organizing evaluations, supporting communications, etc.
- Production and electronic and/or paper filing of professional specialist reports.
- Process reports from all staff, schools, and all outside agencies such as Risk Reduction Plans and Student Learning Plans.
- Maintain all paperwork for SD72 designated students such as Individual Education Plans and inclusions for all students.
- Handling of confidential personnel and student information.
- Performing aspects of bookkeeping functions, including budget tracking, processing expense claims and spreadsheet analysis.
- Maintain the Inclusive Education library insignia system for the whole district including barcoding, purchasing, and reporting.
- Administrative support and coordination for Summer School from the start of May to end of July with duties including registration of students, purchasing, processing reports, and connecting with parents and staff.
- Support Inclusive Education programs such as the Backpack Buddy Program.
- Other related duties as required.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and bookkeeping experience.
- Three years recent full-time equivalent office administration experience in a school or district department.
- Thorough bookkeeping knowledge and experience, including accounts receivable, accounts payable, budget reporting, reconciliations, and accounting procedures.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Demonstrated knowledge of the MyEd BC student administration system.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all school district staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.
- Experience and demonstrated proficiency, or the ability to achieve proficiency, in the use and management of student IEP's through a computerized management system.
- Experience and demonstrated proficiency in the preparation, monitoring, and filing of confidential reports pertaining to students with identified special needs.
- Experience with the use of district library software and the ability to manage a district wide lending library.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- One-year administrative assistant/bookkeeping diploma or certificate program (approximately 700 to 1100 hours of instruction).
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Liaises and works in cooperation with colleagues.
- Liaise and support Inclusive Education staff and school staff across the district.
- Work with youth forensics and other outside agencies including MCFD and legal requests from lawyers as required.

## **REPORTING STRUCTURE**

- Reports to the Director, Inclusive Education and District Principal, Inclusive Education and to the Assistant Secretary-Treasurer.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Administrative Assistant I and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.