



ADMINISTRATIVE ASSISTANT (STUDENT RECORDS)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the School Administrator and Assistant Secretary-Treasurer, this position is responsible for maintaining accurate student records at a school within the MyEd BC student administration system in adherence to district policies, including registration, attendance record-keeping, report card preparation, and report generation for the district and Ministry of Education and Child Care. This position also performs other administrative duties in support of the school.

SPECIFIC RESPONSIBILITIES

- Responsible for maintaining accurate student records within the MyEd BC Student Administration system in adherence to district policies, including registration, attendance record-keeping, report card preparation, and report generation for the district and Ministry of Education and Child Care.
- Responsible for setting up and maintaining student and teacher scheduling in MyEd BC.
- Processing requests for transcripts and other student information.
- Performing a variety of office administration duties for the school administration, including reception duties, mail processing, typing, copying, and filing.
- Providing back-up support for the school's bookkeeping functions.
- 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.
- One-year recent full-time equivalent office administration experience in an elementary, secondary, or middle school office environment.
- 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.
- Extensive 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.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- 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.

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.
- Maintain a positive relationship with students, parents, staff, and school administration.

REPORTING STRUCTURE

- Reports to the School Administrator 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 School Student Records Secretary and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.