



ADMINISTRATIVE ASSISTANT (ELEMENTARY)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the School Administrator and to the Assistant Secretary-Treasurer, the Administrative Assistant (Elementary) performs moderately complex administrative support services including transactional bookkeeping tasks, while supporting the efficient operation of an elementary school office. This position is the sole administrative role in the elementary school and multitasks their administrative duties while also providing reception and information services for the school.

SPECIFIC RESPONSIBILITIES

- Performs a variety of office administration duties for the school administration, including preparing correspondence and documentation, on-site communication, mail processing, typing, copying, and filing, including those of a confidential nature.
- Provides reception and information services for the school by answering telephone, and responding to a variety of queries from students, parents, district staff, visitors, and other members of the community.
- Performs all aspects of the bookkeeping function, including budget reporting, school AP/AR, cash handling, and bank reconciliations, while ensuring district financial procedures are followed at the school.
- Responsible for the purchase of school supplies and equipment and maintaining the school's inventory.
- Responsible for maintaining accurate student records within the MyEd BC Student Administration system in adherence to district policies, including registration, attendance record-keeping, discipline tracking, report card preparation, and report generation for the school district and Ministry of Education and Child Care.
- Maintains student files under the direction of the School Administrator and Learning Support Teacher, including setting up files for new students, maintaining records while student is in attendance, and forwarding files per district guidelines when student leaves the school.
- Assists in arranging for and maintaining records for non-teaching and teaching staff positions in the event of absence or illness.
- Aiding the school and school administration in communicating with parents and the public by regularly maintaining the school's website, to share current information and stories about what is happening in and around the school.
- Assists parents/caregivers as required, including providing hands-on support for student registration.
- Liaises with the school's Parent Advisory Council for several duties such as collecting fundraising forms and funds and communicating with families.
- Performs minor first aid as required and maintains medical reports/alerts and documentation as outlined in district policies.
- Under the direction of the School Administrator, submits work orders as required.

SPECIFIC RESPONSIBILITIES

- Assists with onboarding of new school staff by assigning keys, access codes, and maps.
- Processes bus requests and tracks charges.
- Assists Vancouver Island Health Authority by coordinating screening sessions and preparing and forwarding information reports.
- 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 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.

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.
- Frequent interaction with other school district employees, parents, and students

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 Elementary Secretary and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.