



ADMINISTRATIVE ASSISTANT (MIDDLE/SECONDARY)

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the School Administrator and the Assistant Secretary-Treasurer, this position performs moderately complex administrative duties in accordance with clearly defined work methods and procedures. Some independence of judgment, based on a good understanding of school and district policies and guidelines, is a component of the position. The Administrative Assistant (Middle/Secondary) will adapt to the changing priorities throughout the school year or demands facing the school. Unusual or difficult problems are referred to the supervisor or to the appropriate contact at the school board office.

SPECIFIC RESPONSIBILITIES

- Performing a variety of office administration duties for the school administration, including reception duties, on-site communication, mail processing, typing, copying, and filing.
- Prepares, processes, and maintains the preparation, processing, and maintenance of a large volume of records, files, and accounts pertaining to department and/or school activities.
- Aiding the school and school administration in communicating with parents and the general public, by regularly maintaining the school's website, sharing current information and stories about what is happening in and around the school.
- Providing back-up support for the school's bookkeeping functions, including sales and cash handling, while ensuring district financial procedures are followed at the school.
- Providing back-up support for the school's student record management function within the MyEd BC student administration system in adherence to district policies, including attendance record-keeping and other record management as required.
- 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.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- 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 other administrative assistant colleagues.
- Frequent interaction with other school district employees and may have contact with the public, 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 Administrative Assistant II and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.