

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – CLASSROOM ASSISTANT / CLERICAL SUPPORT

Rate of Pay: **Band #11**

Location: **Other Learning Locations**

SUMMARY

- Performs clerical and administrative services
- Provides classroom assistance to learners in adult centers and other locations
- Ensures the efficient operation of the learning center

DUTIES & RESPONSIBILITIES

- assists administration with allocating the yearly budget for the learning center
- monitors the learning center budget, including the processing of purchase orders, approving invoices for payment and publication of account balances
- ensures that staff obtain the correct budget authorizations and account numbers for expenditures
- works with Administration and Counselors to maintain TRAX data and transfer of graduation credits to the Ministry of Education
- registers new students, maintains all student demographic information and records and responds to requests for information
- daily data entry for computerized attendance program
- generates reports for the school, District and the Ministry
- greets, screens, directs and relays messages from all incoming telephone callers and visitors
- answers inquiries by telephone or in person regarding general information
- performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, record keeping, typing documents and correspondence
- sorts and distributes mail – may pick up and deliver to Post Office/Board Office
- disburses and reconciles the Petty Cash account and requests reimbursement from the School Board Office
- maintains the learning center accounts, including the collection of cash, issuing receipts and cheques, depositing funds, month-end balancing, bank reconciliations and producing reports on individual accounts as required
- produces GST reports on school accounts
- provides clerical assistance to maintain all classroom/library resources
- supports the teaching staff by assisting students needing help with their academic upgrading
- maintains a sufficient level of supplies and materials for the learning center
- assists with the arrangements for special events, e.g. field trips, open houses, school leaving ceremonies
- maintains the calendar of use of the center by outside groups.
- may record minutes of staff meetings
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- Applied Business Technology / Office Administration Certificate
- BC Driver's License - Class 5 with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- three years of current relevant office experience
- WHMIS Certificate and familiarity with Work Safe BC (WCB) safety procedures

SKILLS & ABILITIES

- typing skills of 65 – 75 words per minute
- demonstrated advanced experience with communication technology, word processing, data base management and spreadsheet programs (e.g. Microsoft Office / Lotus Smartsuite / Windsor / SDS / Quicken)
- familiarity with computer managed/assisted learning systems (Plato / Pathfinder)
- excellent interpersonal skills with the ability to communicate effectively, both orally and in writing
- ability to interact positively with adult students and teachers
- ability to use judgment and initiative in identifying, adapting and applying procedure approaches to address unusual problem situations and resolve most conflicts
- ability to use tact and diplomacy are required when handling contacts of a difficult, specialized or sensitive nature, for the discussion and resolution of problems
- ability to periodically assume some of the normal supervisory responsibilities over others
- self-motivated, self-directed and flexible, with good organizational and planning skills
- ability to work independently with constant interruptions
- ability to organize and prioritize work to meet deadlines
- ability to operate standard office equipment
- ability to take direction from teaching staff and work as a team member to manage the total workload at the learning center, develop and streamline procedures and take such training as is appropriate and available
- physical capability to perform the job duties
- good knowledge of Business English, spelling and punctuation
- knowledge of purchasing procedures