

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL - ADMINISTRATIVE ASSISTANT - AA 3

Rate of Pay: **Band # 11**

Location: **Schools**

SUMMARY

- Provides confidential clerical services to Administration

DUTIES & RESPONSIBILITIES

- works with administration and counselors to maintain student data and transfer of graduation credits to the Ministry of Education
- registers new students and requests and forwards student files
- maintains all student records, prepare reports, generates extracts and transfers for the school, the District and the Ministry
- maintains records on staff absences (teaching and non-teaching staff) for submission to the School Board Office
- maintains a sufficient level of supplies and materials for the school
- assists with arrangements for special events, e.g. field trips, open houses, school leaving ceremonies
- maintains a calendar of school use by outside groups
- updates annual staff handbook and annual course selection guide
- provides support to bookkeeping
- sorts and distributes mail – may pick up or deliver to Post Office or Board Office
- ensures the integrity of student information
- maintains inventory of supplies and resources
- answers inquiries and provides assistance to students, teachers and the public

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of the Applied Business Technology Program or Administrative Assistant Certificate
- BC driver's license - Class 5

EXPERIENCE

- 3 years of current relevant office experience, preferably in a school environment

SKILLS & ABILITIES

- ability to perform work within authorized limits prescribed by supervisor and/or policy.
- ability to exercise independent judgement in selecting and interpreting information and the ability to reconcile deviations from standard methods and resolving problems.
- ability to use courtesy, tact and discretion when dealing with or settle requests, complaints or clarification of information
- excellent interpersonal skills, with the ability to communicate effectively, both orally and in writing
- self-motivated, self-directed and flexible, with good organizational and planning skills
- ability to interact positively and confidently with teachers, students and parents
- ability to work as a team member to manage the total office workload and streamline procedures
- good understanding of Business English, spelling, and punctuation
- maintains the confidentiality of sensitive information seen or heard
- demonstrated ability to use communication technology, word processing, data base management and spreadsheet programs