

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Distance Education

Administrative Assistant

SUMMARY

Under the direction of the Administrative Officer(s) manages the office operation of the South Island Distance Education School (SIDES). Supervises clerical employees and monitors SIDES budget information.

DUTIES

- Supervises clerical employees
 - Coordinates schedules to ensure sufficient coverage of reception and other clerical duties
 - Schedules and coordinates office routines: daily, weekly, monthly and cyclic (ex., scheduled data collection)
 - Provides orientation and training to clerical staff in use of office programs and clerical procedures
- Manages collection of student information and maintenance of student records, and generates reports as required
- Manages accurate student data reporting to Ministry of Education according to provincial timelines
 - 1701
 - SADE
 - TRAX
- Manages yearly Provincial Assessment schedules
- Works with Administrative Officer(s) and Technical staff on report card processes
- Problem solves employee/parent/student issues as they arise in consultation with Administrative Officer(s)
- Receives, troubleshoots and responds to inquiries from staff, students, agencies and the public, demonstrating appropriate judgement regarding when to refer such inquiries to the Administrative Officer(s)
- Maintains communications within and between school, outside agencies and district on a variety of issues (some of a sensitive/confidential nature)
- Provides recommendations on office administration and school policy issues
- Oversees accounting of public and non-public funds
- Monitors school budget information
 - Manages school credit cards statements
 - Manages invoices from and payments to third party organizations
 - Liaises with Parents' Advisory Council regarding financial exchanges
- Generates complex documents, reports and confidential correspondence; signs when authorized

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Four years related experience
- Minimum word processing of 70 W.P.M.
- Certificate in Office Administration
- Recent and formal training and experience in Personnel Practices (e.g. Human Resource Management, Effective Supervision, Effective Communication)
- Working knowledge of a school-based student information system and other software related to a school environment
- Demonstrated ability to compose effective business correspondence in an efficient manner
- Demonstrated ability to multitask and work in an office environment with regular interruptions and tight time pressures

* *Or an equivalent combination of training and experience.*

DESIRABLE SKILLS

- Knowledge of Distance Education procedures
- Knowledge of district policies, procedures and regulations
- Knowledge of Ministry of Education reporting programs (1701, SADE, TRAX) and processes

DATE

February 2020

September 1996