

**SCHOOL DISTRICT NO. 63
(SAANICH)****JOB DESCRIPTION****CLASSIFICATION**

Clerical

POSITIONDistance 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