

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

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

International School Assistant

SUMMARY

Under minimum supervision of the Office Supervisor, performs general office duties.

DUTIES

- Assists in the organizing and promotion of various monthly activities as required including, new student orientations, farewells, dances, field trips, monthly luncheons. Books and orders food, designs event layout, decorating and cleaning up, prepares gifts and participates in distribution at farewells/banquets.
- Participates in special events for both SISP and School Activities as required
- Provides support to all International Students with regard to translation of formal documents and student records such as travel applications, exit surveys, school clearance, demographics etc.
- Assists International Advisors and SISP office, including Homestay Coordinator
- Handles and copies Passports and study permits for student files
- Coordinates personal and confidential government documentation for International students such as study permit renewals and visa renewals
- Collects payments for SISP events, study permit renewals and visa renewals
- Acts as the front line for students and assists in problem solving student issues as they arise and consults Advisors
- Answers and troubleshoots inquiries or takes messages by telephone and in person
- Liaises with the Student Information Systems Coordinator to ensure demographic information is accurate in the Student Information System (SIS) and prepares and distributes attendance reports
- Assisting Advisors in creating the agendas for weekly meetings and monthly student luncheons
- Attends and participates in meetings and student luncheons
- Types documents, reports and correspondence
- Organizes filing system
- Maintains student files (e.g. academic reports, immigration papers, application documents)
- Follows up on records for textbooks, library books, locker assignments etc. and invoices for outstanding fees
- Receives, sends and distributes mail
- Transports international students as required
- Updates website coordinator on all international information
- Chaperones SISP events and school activities as required
- Assists with the photo collection and preparation of slide shows for farewell ceremonies of students during the year and prepares a slideshow for farewell ceremony
- Coordinates student departures, including requests for school documents

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

QUALIFICATIONS

- Grade 12
- Certificate in Office Administration
- One year related experience
- Minimum word processing speed 50 W.P.M.
- Working knowledge of general office procedures
- Working knowledge of basic computer software and hardware
- Understanding of district and school policies and procedures

** Or an equivalent combination of training and experience*

DESIRABLE SKILLS

- Effective communication skills
- Ability to work independently or as part of a team
- Ability to maintain confidentiality of sensitive information as it relates to school operations and student information
- Willingness or interest in working with students from a variety of cultural backgrounds
- Familiarity with school database

DATE

January 2017

May 2017