

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

Clerical

**POSITION**

School Administrative Assistant

**SUMMARY**

Under the direction of the School Administrator, manages the office operations in a secondary school. Supervises clerical employees and monitors and reconciles school budget information.

**DUTIES**

- Supervises clerical employees
- Provides recommendations on office administration and school policy issues
- Develops and implements processes for major school projects (e.g. Grad, Awards, Course Selection, Emergency procedures, Scholarships)
- Assists with graduation planning and preparation
- Maintains grad lists and liaises with grad co-ordinators and parent after-grad committee
- Problem solves employee/parent/student issues as they arise and consults with Administrator
- Answers, responds to and troubleshoots inquiries from staff, students, agencies and the public
- Coordinates, prepares and updates student and staff information, etc.
- Updates and oversees school website, ensuring all information is current and accurate
- Initiates and maintains communication networks within and between school, outside agencies, district, and home on a variety of issues (some extremely sensitive)
- Trains, supervises and provides orientation to clerical employees, volunteers and students
- Manages collection of student information and maintenance of student records and prepares and runs reports
- Produces and distributes the school newsletter and other school related communications
- Ensures bells and clocks are on the correct time
- Arranges appointments and meetings, prepares and circulates agendas, records minutes, co-ordinates and manages multiple calendars
- Attends meetings (e.g. staff meetings, transition meetings, admin and counselling meetings) and provides follow-up clerical support
- Prepares course selection book and exam schedule
- Completes Health and Safety forms and other District forms and reports
- Reconciles school budget information related to staff costs using District budgeting software (e.g. MyBudgetFile)
- Reviews staff absence entries for accuracy prior to authorizing at week's end and prepares reports
- Enters and documents employee changes (absences, new hires, assignment changes, Email distribution lists)
- Troubleshoots initial payroll issues/questions for employees at the school
- Ensures vacant positions are temporarily filled as needed with replacements and fills dispatches in emergent situations
- Prepares complex documents (e.g. September start-up packages, staff handbook, parent guidebook, student agenda, course selection guide, programs, graduation packages), reports and confidential correspondence
- Schedules parent-teacher interviews
- Maintains a school-year overview calendar in order to support admin with deadlines and planning

- Designs, implements and manages office routines
- Coordinates process for registration of “out of area” students
- Supervises students waiting in the office for school administration
- Supports and assists staff in the use of office software including word processing, spreadsheet, desktop publishing and school-based student information systems
- Provides in-service, trouble shoots problems and arranges for repair of office equipment and telephone system
- Participates as a member of the Critical Incident Response Team and Health and Safety Committee
- Coordinates the orientation of new staff members and establishes access and account information for new staff (e.g. Zimbra), student information system (e.g. MyEducation BC), etc.
- Coordinates locker assignments, and parking assignments/control for staff and students
- Coordinates multiple field trip procedures and international and overnight field trips
- Liaises with VIHA staff and ensures students with medical alerts and related correspondence (e.g. Anaphylaxis/Diabetes Action Plans) is up to date and lists are published
- Liaises with VIHA staff to co-ordinate and organize student immunizations
- Coordinates and maintains school equipment inventory
- Coordinates maintenance requests
- Researches and orders resources and supplies

*\* 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
- Working knowledge of a school based student information system (e.g. MyEducation BC) and other software related to a school environment (LibreOffice, Graphic design, Adobe)
- Formal training in Personnel Practices (e.g. Human Resource Management, Effective Supervision, Effective Communication, Conflict Resolution)
- 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 equivalent combination of training and experience.*

### **DESIRABLE SKILLS**

- Knowledge of District policies and procedures
- Working knowledge of Linux Operating System
- Working knowledge of open source word processing software (e.g. LibreOffice)

### **DATE**

February 2014