



Job description

Job title:	Administrative Assistant	Reference: CUPE 009
Reporting to:	Principal	Date created: October 2018
Work calendar	10 month work schedule Monday to Friday	CUPE

In the day to day fulfilment of this role we expect you to work to our organizational values:

The universal core competencies in line with the values for MHPSD [are](#)

- Compassion
- Honour
- Curiosity
- Courage

Position purpose – an overview of what you’re here to do

Your primary purpose is to provide administrative support to the Principal, Vice Principal, School Council and school staff. Act as initial contact for the school and direct inquiries from students, staff and the general public. Responsible for prioritizing tasks and assisting in the administrative function to ensure efficient operation of the school’s office.

1.Responsibilities – a summary of what we expect you to achieve:

People and culture

- Work collaboratively with staff in all roles to provide a high level of service helping others to resolve issues.
- Build positive relationships with Division users and staff to ensure quality interactions and a supportive environment.

Safety

- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations.

Duties and Responsibilities

- Secretary to Principal and Vice-Principal – make appointments, facilitate requests, liaison with teachers, reminders of upcoming events, etc.
- Operate switchboard, direct inquiries from public, parents, staff.
- Prepare various letters and correspondence to be sent to students.
- Remind and prepare agendas for Faculty Council meetings, Staff meetings, Parent Council meetings and Principal’s Council meetings.
- Assist in Student Registration process.
- Process field trip forms and monitor central office approval.
- Manage Facility bookings for events and liaise with Central Office, Principal and Patents.
- Excuse students when required and coordinate with parents, teachers and student.

- Maintain student records/files (Tracking of marks, attendance and other student information) where there is not a Student Records position.
- Operate PA system and adjust bell times as required.
- Maintain office supplies.
- Distribute mail for all staff and receive any deliveries to school.
- Maintain school phone list and changes, in coordination with IT Dept.
- Maintain school calendar changes.
- Prepare and post newsletters, social media updates as requested by principal.
- Prepare school communications to staff and students.
- Assign locker for students.
- Receive deliveries and prepare shipping.
- Liaise with central office, warehouse staff, teachers/students/parents.
- Assist with fire drills, lockdowns and emergencies.
- Other duties as assigned by Principal and Vice-Principal.

Optimise processes and practices

- Provide input into continuous improvement practices.
- Maintain up to date knowledge of best practice.
- Help support and train other school clerical staff.

Other tasks

- Complete other tasks, assignment and projects as requested on an ad hoc basis that are within your capabilities or as directed by your supervisor.

2.The successful applicant will demonstrate the following knowledge, skills and abilities:

Technical competencies preferred:

- Diploma or certificate in Office Administration and/or a related field is an asset
- Minimum of 1 years' experience in an Office Administration and/or similar role
- Strong interpersonal skills
- Excellent computer system experience with programs such as Microsoft Office, Google Docs, and other educational software such as KevSoft, Atrieve and PowerSchool is an asset.
- Current Criminal Record Check (with Vulnerable Sector) and Child Intervention Check.
- Experience working in an K-12 education environment is an asset.
- An equivalent combination of experience and education may be considered.

General Competencies

- Strong planning and organizational skills with demonstrated initiative and resourcefulness in assisting to establish and achieve goals and objectives.
- Able to work with multi-priorities.
- Ability to work independently without direct supervision.
- Able to work to tight deadlines and under pressure.
- Close attention to detail.
- Collaborative relationship builder.
- Ability to provide friendly, courteous support to office staff, school staff and general public.

- This is a very high workload environment with an exceptional degree of accuracy required and the ability to deal with constant interruptions and self-prioritization of daily tasks.

3. General Position Information

Position parameters

Financial Delegations: No

Number of direct reports: 0

Physical demands

The physical demands assessment for the role is as follows and any successful applicant will be assessed against their ability to meet the physical demands for the role:

Sitting for extended periods of time, visibility to read type written documents, high stress/pressure situations, walking, extensive use of computer and screen.

Working conditions

General office setting as well as occasional (5%) travel to other locations for the purpose of providing training, relating to members of the staff face to face and over the telephone in a high-pressure environment.

Equipment used to perform essential functions

Including but not limited to computer, keyboard, mouse, photocopier, calculator

4. Performance and Development Planning

Your performance will be measure each year against the expectations in this document, this includes an assessment of how you have performed against “the what” (the accountability expectations) and “the how” (the competency expectations) of this job. Each year you and your supervisor will identify the specific objectives, targets and measure which will focus on your continued development and the improvement of your performance.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____