

## **481 ADMINISTRATIVE ASSISTANT (SCHOOL)**

### **Identifying Information**

Position Title: Administrative Assistant (School)

Classification Title: Support Staff

Department: School based

Reports to: School Administration

Position Supervises:

### **Position Summary**

To provide administrative support and other assistance to the administration of the school.

### **Qualifications**

1. Strong Google Suite and Rycor Accounting System skills
2. Strong understanding of and ability to use PowerSchool
3. Experience working with school age children in a school setting
4. Excellent written and oral communication skills
5. Flexibility
6. Ability to problem solve with good decision making skills
7. Ability to work independently and as a team member in a multi-faceted, high-paced environment
8. Current Standard First Aid

### **Major Duties and Responsibilities**

1. Provides administrative support to the school administration.

2. Acts as receptionist for the school; greets parents, students, substitutes etc., interviews, screens and directs callers.
3. Provides administrative assistance to teachers as directed by the school administration.
4. Manages the school accounting system, petty cash, and monitors budget expenditures.
5. Maintains a variety of records such as student cumulative files, student registration, month-end report forms.
6. Monitors student attendance.
7. Supervises use of school photocopier and materials by school staff and volunteer personnel.
8. Prepares purchase orders and acts as receiving agent for all school supplies and equipment.
9. Maintains accurate student records in the Student Information Management System
10. Provides first aid as required.
11. Support administration in meeting student needs when they are referred to the office.
12. Other duties as assigned by the school administration.

## **References**

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act  
Employment Standard Code  
Labour Relations Code  
Occupational Health and Safety Act  
Freedom of Information and Protection of Privacy Act

## **History**

Developed: August 2003  
Amended: September 2020