

494 ADMINISTRATIVE ASSISTANT: LEARNING SERVICES AND HUMAN RESOURCES

Identifying Information

Position Title:	Administrative Assistant: Learning Services and Human Resources
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Deputy Superintendent and Director of Learning Services
Position Supervises:	N/A

Position Summary

This position provides administrative support to the Deputy Superintendent, Director of Learning and Innovation, Director of Learning Services and Director of Technology, Learning and Facilities. Primary focus of this position is to support the day to day work in the Human Resource Department and the Learning Services Department.

Qualifications:

1. Highly organized
2. Strong written and oral communication
3. Strong understanding of and ability to use computer software applications such as Powerschool, Google Suite, and Microsoft Office
4. Demonstrates initiative
5. Ability to work independently and as a team member in a multi-faceted, high-paced environment

Duties and Responsibilities

Major Duties & Responsibilities of Administrative Support:

1. Provides support to Deputy and Directors as required.

2. Assists with coordination of activities of the Deputy and Directors.
3. Handles confidential information in an appropriate manner.
4. Prepares for meetings or conferences, as required.
5. Prepares travel arrangements, as required.
6. Deals with incoming mail and phone calls related to Deputy and Directors.
7. Communicates with schools and relays information as required.
8. Provides support to Family School Liaison Counsellor, as required.
9. Creates and maintains exceptional student services files, including psychological assessment files.
10. Works as a team with central office staff providing support as required.
11. Assists with financial compilation and maintaining budget records.
12. Coordinates resource orders.

Major Duties & Responsibilities of Human Resources:

1. Management of employee information; status, records, new, changes and termination.
2. Management of job postings, job applications, interview assistance.
3. Staff Training regarding on-line absence/dispatch system, including in-person training.
4. Works closely with management staff to ensure success of on-line system.
5. Welcomes new employees by conducting training and orientation (electronically and in person).
6. Assists with contracts of new and changing employees.
7. Maintains employee confidentiality and protects operations by keeping human resource information confidential.
8. Manages substitute employees and records; ensures up-to-date information with numbers, training, availability to work.

9. Processes and reviews employment applications in order to evaluate qualifications or eligibility of applicants.
10. Assists with advertisement, vetting, appointments and hiring procedures of new employees.
11. Answers questions regarding eligibility, salaries, benefits, and other pertinent information.
12. Maintains employee Human Resources files to answer inquiries and provide information for personnel actions.

Psychologist Assessment and Coordination:

1. Provides support to Psychologist, as required.
2. Maintains student reports for school psychologist; proofing, production, distribution, record keeping.
3. Maintenance of student records and archiving.
4. Scoring of psychological tests.
5. Purchases and maintains an inventory of testing material and monitors the lending of such materials.
6. Maintenance of confidential psychologist student data.

Other duties:

1. Supports successful operation of office administration including Receptionist and Executive Assistant.
2. Maintains quality service by following organization standards.
3. Other duties as assigned by the Deputy Superintendent and Director of Learning Services.

References

History

Developed: September 2020