

School Administrative Assistant I

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OVERVIEW

Reporting to the Principal, the School Administrative Assistant I oversees the administrative services including coordinating office procedures and records management. The position operates in an environment of high volumes of work with constant interruptions and changing priorities.

POSITION DESCRIPTION SCHOOL ADMINISTRATIVE ASSISTANT I

SAA1 - 1

Coordinates office administrative services for the work location including implementing and updating administrative policies, procedures and services

SAA1 - 2

Responds to in person and over the phone inquiries providing information to District staff, parents, students and the public, relaying messages and acting as a resource or contact person for the school

SAA1 - 3

Coordinates the student/patron information system including duties such as inputting data, interviewing to gather data, verifying information and reports and correcting as needed and providing reports as requested

SAA1 - 4

Prepares, maintains and files a variety of school based records, lists and reports

SAA1 - 5

Designs, composes and types materials and documents, as required, and edits and formats documents as requested

SAA1 - 6

Maintains related accounts, including the collection of cash, issuing receipts and cheques, depositing funds, month end balancing, bank reconciliation and producing reports as required

SAA1 - 7

Sets up and maintains financial records; verifies and enters account transactions ensuring that actions are appropriate, properly coded and have the required supporting documentation to meet District and Government accounting requirements

SAA1 - 8

Ensures availability of supplies and equipment by researching products, pricing and suppliers and initiating and authorizing on-line purchase requisitions, as delegated by the Principal, using appropriate payment methods as outlined in established policies, regulations and procedures

SAA1 - 9

Receives goods, checks invoices and purchase orders and ensures the accuracy and condition of orders

SAA1 - 10

Opens, screens and distributes incoming and outgoing mail, faxes and emails

SAA1 - 11

Arranges meetings, prepares and circulates agendas, records minutes, and books appointments in the Principal's calendar

SAA1 - 12

Provides information for review and approval by the Principal on employment related matters including monitoring and editing the weekly absence management system and verifying CUPE timesheets as required

SAA1 - 13

Assists with the arrangements for special events i.e. guest speakers, parent/teacher interviews, and open houses

SAA1 - 14

Provides student supervision in the office in the temporary absence of the teacher or administrator

SAA1 - 15

Provides assistance to students/patrons in the case of injury or illness and performs assigned duties during fire/earthquake drills and other crisis situations

SAA1 - 16

Performs other assigned, comparable or transient duties which are within the area of knowledge and skills required by this job description

QUALIFICATIONS **SCHOOL ADMINISTRATIVE ASSISTANT I**

EDUCATION	TECHNICAL REQUIREMENTS Grade 12 or equivalent, and One (1) year post-secondary Office Administration Certificate including courses in basic accounting, records management and computer skills. (Must demonstrate bookkeeping competency by passing a related district test)
EXPERIENCE	TECHNICAL REQUIREMENTS One (1) year office administration experience
KNOWLEDGE	TECHNICAL REQUIREMENTS Knowledge of office administration including knowledge of word processing, spreadsheet and database management applications Willingness to gain an understanding of District policies and procedures as they relate to the work location Knowledge of records management Knowledge of budget preparation and control Knowledge of bookkeeping principles (including month end statements and non-public funding) Knowledge of project management JOB SPECIFIC REQUIREMENTS (when required) Broad knowledge of a student information system (BCeSIS) Knowledge of Simply Accounting software Knowledge of Page Maker and/or MS Publisher software
SKILLS AND ABILITIES	TECHNICAL REQUIREMENTS Keyboarding at 60 W.P.M. Mathematical ability to perform job related calculations JOB SPECIFIC REQUIREMENTS (when required)

	<p>Speed writing, shorthand or note taking at 80 W.P.M.</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in an appropriate manner</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to organize workload in order to coordinate the administrative work of the office</p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p> <p>Ability to work well independently and as a team member</p> <p>Ability to compose business correspondence</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform all job duties</p> <p>Able to perform physical and mental activities related to the job duties</p> <p>Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Able to work with potentially violent, high-risk youth in a secure facility (when required)</p>

February 20, 2006

Reviewed: January 2013