



School Assistant

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POSITION DESCRIPTION

Overview

Reporting to the School Administrative Assistant III, the School Assistant provides administrative support in a busy school setting, connecting parents and students with school staff and collecting and recording data used in the operation of the school.

Specific Responsibilities

SA - 1

Provides information and assistance to students, District staff, parents and the public.

SA - 2

Prepares, duplicates and laminates a variety of materials such as stencils, charts and photos from original source or digital files.

SA - 3

Gathers attendance information and communicates with parents and school staff; reports findings to teachers and principals.

SA - 4

Provides assistance to students and notifies parents of injury or illness; performs assigned duties during fire/earthquake drills.

SA - 5

Collates, sorts and files materials such as student handbooks and newsletters.

SA - 6

Inputs information from a variety of source documents utilizing various computer software programs.

SA - 7

Sorts and distributes incoming and outgoing mail.

SA - 8

Posts information on bulletin boards, schedules or monthly calendars; creates bulletin board displays.

SA - 9

Maintains and organizes such things as lost and found, library, art, music, science and computer materials, manuals and equipment storage rooms.

SA - 10

Assigns to students such items as lockers, student study aids, books, stencils and maps, receives money for such things as T-shirts, tickets, lockers and student fees.

SA - 11

Assists in organizing and conducting school activities such as field trips, food sales and other special events.

SA - 12

Coaches students in prepared exercises related to reading, spelling and math.

SA - 13

Assists teachers in the marking of objective student work and in setting up, preparing and maintaining lab materials.

SA - 14

Assists in ordering and purchasing supplies for schools and maintaining inventory.

SA - 16

Supervises students during field trips, recess, noon-hour, or at other times in the temporary absence of the teacher; reports incidents to a teacher or Principal.

SA - 17

Lifts and moves items such as office supplies, art, computers and science equipment up to 18 kg. (40 lbs.).

SA - 18

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

QUALIFICATIONS

EDUCATION	Grade 12 or equivalent And First Aid, C.P.R. or equivalent child safe course
EXPERIENCE	Over 6 months of office experience OR (life experience will be considered)
KNOWLEDGE OF	Basic computer, spreadsheet, word and email applications Classroom procedures Conflict resolution methods
SKILLS AND ABILITIES	Patience Confidentiality Tact Flexibility Organized Attention to detail Ability to: Relate to students, staff and the public Work in a team/school setting Supervise students Deal with requests, complaints or clarification of information using tact and courtesy Document and summarize information Pay close attention to detail Ensure accuracy and reliability of data and/or quality of

	<p>work assignments</p> <p>Apply conflict resolution skills</p> <p>Manage time appropriately</p>
WORKING CONDITIONS	<p>A busy high volume office environment often under pressure and multiple demands</p> <p>Out of doors in inclement weather and on uneven terrain</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Physically able to lift up to 18 kgs. (40 lbs) and operate related equipment</p> <p>Able to perform related physical and mental activities</p> <p>Able to work in a highly active physical environment</p>

Reviewed: November 2017