



# School Administrative Assistant III

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## OVERVIEW

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

### POSITION DESCRIPTION SCHOOL ADMINISTRATIVE ASSISTANT III

#### **SAA3 – 1**

Prioritizes and coordinates office administrative services for the school including implementing and updating administrative policies, procedures and services

#### **SAA3 – 2**

Supervises office support staff by developing/defining work methods and processes, prioritizing workload, assigning and monitoring quality, accuracy and quantity of work of the office

#### **SAA3 – 3**

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

#### **SAA3 – 4**

Liaise with the school PAC to coordinate budget, meetings, rentals, school supply lists for fundraisers, and financial reimbursements

#### **SAA3 – 5**

Provides information for review and approval by the Principal on employment related matters including setting up and maintaining the staff schedule database, verifying CUPE timesheets, monitoring and editing the weekly absence management system/ADS

**SAA3 – 6**

Maintains and tracks Ministry mandated student permanent records by updating demographic information, recording special education designations, recording monthly, yearly absenteeism, ensuring information such as IEPs and report cards are included; tracking Distance Learning; Medical/Legal inclusions and alerts (immigration, court orders), and transferring the records as required; generates related reports as requested by the School, District or Government

**SAA3 – 7**

Register new students and coordinates/maintains the student information system (MyEd BC) including inputting data for the electronic transfer of grades, verifying information and reports, correcting as needed and providing reports to the School, District or Government as requested

**SAA3 – 8**

Prepares, maintains and files a variety of school based records, lists and reports. Ensures accurate electronic filing and hard copy record keeping.

**SAA3 – 9**

Submitting reports on class size and composition throughout the year to ensure compliance

**SAA3 – 10**

Arranges appointments and meetings, prepares and circulates agendas, records minutes, co-ordinates school events calendar

**SAA3 – 11**

Designs, composes and types materials and documents, as required, and edits and formats documents as requested. Makes updates to the school website as needed.

**SAA3 – 12**

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

**SAA3 – 13**

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

**SAA3 – 14**

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

**SAA3 – 15**

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

**SAA3 – 16**

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

**SAA3 – 17**

Assists with the arrangements for special events i.e. parent/teacher interviews, curriculum completion day, field trips and open houses

**SAA3 - 18**

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

**SAA3 – 19**

Provides assistance to students in the case of injury or illness while waiting for the school First Aid Attendant and performs assigned duties during fire/earthquake drills and other crisis situations

**SAA3 – 20**

Work collaboratively with District IT regarding the use of MyEd, delivery of district procedure, entry and retrieval of data to ensure accuracy, efficiency and compliance with District and Ministry requirements

**SAA3 – 21**

Assists with replacement requests and dispatches of temporary replacement employees using ADS and AMS manually, matching FTE assignment with absences

**SAA3 – 22**

Provides assistance and guidance to CUPE and GVTA staff in the use of ADS, AMS, Time Entry Web, My Ed BC, attendance, and school processes

**SAA3 – 23**

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 III**

<b>EDUCATION</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 or equivalent, <b>and</b></p> <p>One (1) year post-secondary Office Administration Certificate or equivalent combination of education and experience; including courses in basic accounting, supervision, records management and computer skills. (Must demonstrate desktop skills including documents, spreadsheets, presentations, web pages, e-mail and bookkeeping skills by passing related district tests)</p>
<b>EXPERIENCE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Two (2) years advanced administrative experience</p>
<b>KNOWLEDGE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Knowledge of office administration including knowledge of word processing, spreadsheet and database management applications</p> <p>Knowledge of a school system and willingness to gain an understanding of District policies and procedures as they relate to the school</p> <p>Knowledge of project management</p> <p>Knowledge of records management</p> <p>Knowledge of budget preparation and control</p> <p>Knowledge of bookkeeping principles (including month end statements and non-public funding)</p> <p>Knowledge of the principles of supervision and leadership</p>
	<p><b><i>JOB SPECIFIC REQUIREMENTS (when required)</i></b></p> <p>Broad knowledge of a student information system (MyED)</p>

<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Keyboarding at 60 W.P.M.</p> <p>Mathematical ability to perform job related calculations</p> <p><b><i>JOB SPECIFIC REQUIREMENTS (when required)</i></b></p> <p>Speed writing, shorthand or note taking at 80 W.P.M.</p> <p><b><i>INTERPERSONAL REQUIREMENTS</i></b></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><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to supervise staff including assigning and monitoring work, accuracy and quantity of work assignments Ability to organize workload, in order to coordinate and direct 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</p> <p>Ability to compose business correspondence</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></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>