



# 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, staff, parents and the public.

#### **SA - 2**

Prepares, duplicates and laminates a variety of materials such as, 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 verification and student release forms.

#### **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

**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

**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 - 16**

Supervises students during field trips, recess, noon-hour, or at other times in the temporary absence of a staff member; 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

<b>EDUCATION</b>	Grade 12 or equivalent And First Aid, C.P.R. or equivalent child safe course
<b>EXPERIENCE</b>	Over 6 months of office experience OR (life experience will be considered)
<b>KNOWLEDGE OF</b>	Basic computer, spreadsheet, word and email applications  Classroom procedures  Conflict resolution methods
<b>SKILLS AND ABILITIES</b>	Patience  Confidentiality  Tact  Flexibility  Organized  Attention to detail  <b>Ability to:</b>  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

	<p>Ensure accuracy and reliability of data and/or quality of work assignments</p> <p>Apply conflict resolution skills</p> <p>Manage time appropriately</p>
<b>WORKING CONDITIONS</b>	<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: April 2024