

TITLE: Administrative Assistant II

#228

SECTION: Department of Learning Services

REPORTS TO: Designate(s) assigned by the Deputy Superintendent

SUMMARY

Under the general direction of the designate assigned by the Deputy Superintendent the Administrative Assistant II provides administrative, accounting and record-keeping support within the department area they are assigned. The Administrative Assistant II also provides work-flow information and trouble-shooting to support school-based Administrators, Learning and Literacy Coordinators and Clerical staff.

DUTIES

1. Administer and troubleshoots workflow of school based and itinerant staff in student services module of MYEDBC.
2. Provide training to school based and itinerant staff in student service module of MYEDBC, specifically in the creation and management of Individual Education Plans (IEPs).
3. Provide direction to school based secretaries on Learning Services workflow and procedures i.e. designation files and student files.
4. Maintain electronic student records as per District and Ministry of Education guidelines, including confidential designations, Violence Threat Risk Assessment (VTRA) reports, psych ed. reports and consultation requests of a confidential nature.
5. Maintain confidential department records, confidential student records and maintain a record management system to ensure rapid retrieval of files.
6. Monitor Special Education (SPED) 1701 reporting updates, work closely with the Director of Finance regarding Ministry requirements and deadlines.
7. Maintain database and joint database with community agencies to ensure accuracy of data and funding/disbursements
8. Assist with the organization, distribution, data collection processes for the Foundations Skills Assessment – BC Curriculum (FSA)
9. Administer, trouble-shoot, organize workflow and prepare documents, reports and coordinate projects to aligns with the Board of Education’s Strategic Planning document and the Superintendent’s Operational Plan. This may include confidential information.
10. Collects and collates information from the Principal Growth Plan Process, including final year-end reports and tracks progress and continued alignment to the goals and objectives of the Board of Education’s Strategic Planning document and the Superintendent’s Operational Plan.
11. Organize and assist with planning and execution of various meetings, projects and workshop including reporting of funds, preparing materials, displays, venue and food.
12. Researches, extracts and collates data for preparation of reports as required.

13. Prepares reports and presentations for delivery by senior leaders to audiences such as Trustees, Principals and the public.
 14. Monitor Ministry reporting updates and works with supervisor on requirements and deadlines.
 15. Prepare student information system reports and ensure data is entered correctly for data collection and compliance purposes
 16. Responsible for maintaining confidential department records and maintain a record management system to ensure rapid retrieval of files.
 17. Receive, process and maintain records for internal audits and Ministry audits.
 18. Responsible for collecting, preparing, photocopying, collating and distributing a variety of documents and forms; including a system to track and maintain lists, directories and files
 19. Respond and problem-solve/troubleshoot appropriately to a variety of queries, emails, phone calls including those of a sensitive or confidential nature, from Senior/District Staff, Principals, Coordinators, other district staff, Ministry of Education and outside organizations/agencies
 20. Review and report to supervisor on the Human Resource events for the Learning Services Section.
 21. Prepare Principal's credit card transactions and monthly mileage reports for review and approval process.
 22. Make necessary travel arrangements
 23. Prepare, proof-read and formulate a variety of correspondence including, but not limited to, confidential reports and forms of a medical / psychological, legal and / or technical nature. Create charts, schedules, agendas and prepare meeting minutes / notes.
 24. Monitor budgets and track expenditures within areas of responsibility and reports out on a monthly basis
 25. Prepare and oversee supervisor's and itinerant staff's expenditures and credit card transactions; and prepare cheque requisitions, as required.
 26. Maintain Loan Bank records and distribute and secure keys, cell phones, computers, business cards, badges and other School District property.
 27. Prepare and monitor department orders of supplies, equipment and services; and reconciles orders.
 28. Ensure office equipment is in good working order; make necessary repairs and maintenance service calls when necessary
 29. Perform other related duties as assigned.
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QUALIFICATIONS

- High School graduation or the equivalent.
- Two year diploma in Business Administration or Business Management from a recognized post-secondary institution, including courses in basic accounting or an equivalent combination of experience and training.
- Minimum keyboarding speed of 60 c.w.p.m.
- Minimum of three years' experience in a senior assistant position, with a minimum of six months experience with functional supervision of staff.

- Above average skill level with word processing, spreadsheet and database development
- Demonstrated, thorough understanding of provincial student information system database (MYEDBC); and working knowledge of provincial dashboard data sources
- Experience in a public sector environment and considerable knowledge of relevant legislation is preferred
- Strong working knowledge of provincial curriculum requirements from K-12.
- Demonstrated, ability to compose correspondence of a non-routine nature inclusive of reports and correspondence utilizing excellent grammar, spelling and punctuation skills.
- Highly effective initiative, judgement, organization, management, leadership communication and human relation skills.
- Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Thorough knowledge of provincial and district guidelines and FOIPP legislation.
- Ability to manage multiple projects, set priorities, work independently, perform duties with speed and accuracy, and work effectively under pressure with assigned deadlines.
- Demonstrated, highly effective research, analytical and problem solving skills.

JE: July 7, 2020

Nanaimo Ladysmith Public Schools