

TITLE: Administrative Assistant II – Indigenous Education

#120

SECTION: Indigenous Education

REPORTS TO: Director of Instruction – Indigenous Education

SUMMARY

Under the general direction of the Director of Instruction – Indigenous Education or designate, provides administrative, accounting, and record keeping support; performs a variety of duties pertaining to the coordination of Indigenous Educational Services; and manages the Indigenous Education District Program Office. The Administrative Assistant II – Indigenous Education provides work-flow, information, and troubleshooting to support school based Administrators, learning and literacy coordinators, and other District staff.

DUTIES

1. Responds to parents, principals, teachers, support staff, Indigenous representatives, government agencies, District staff and the Ministry of Education, inclusive of confidential material of a sensitive nature.
 2. Enter and retrieve confidential data, and provide assistance and training to staff, in the student information systems and Aboriginal Information systems.
 3. Research and compile information; compose a variety of district documents; create report materials relevant to Indigenous Education communication.
 4. Monitor Indigenous Education 1701s; work with Finance to ensure ministry requirements and deadlines are met for audit compliance.
 5. Administer, trouble-shoot, and organize workflow; prepare documents, reports, and coordinate projects.
 6. Schedules and coordinates meetings; prepares and distributes agendas; records and transcribes minutes; coordinates action arising from minutes; and assists with the implementation of committee decisions and directions.
 7. Attends and participates in committees representing the Indigenous Education District Program, reports on corresponding budgetary items.
 8. Makes travel arrangements.
 9. Provides support with annual and monthly budget and accounting processes; receives and verifies department expenditures; collects T4As for honorariums.
 10. Liaise with representatives of Indigenous communities, and organizes, coordinates and maintains the cultural resource worker program.
 11. Prepare, edit, and distribute documents, correspondence, emails, and presentations.
 12. Maintains files and records relating to joint curriculum projects with Indigenous communities, and departmental filing systems, as directed.
 13. Coordinates the distribution of Indigenous cultural curriculum materials and supplies.
 14. Assists with the preparation and organization for special cultural events, meetings, and workshops.
 15. Prepare and monitor department orders of supplies, equipment, and services and reconciles orders.
 16. Ensures office equipment is in good working order and makes maintenance calls when needed.
 17. May on occasion be required to perform backup reception duties at the District Administration Centre and perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.

- Completion of a two-year post-secondary program in Business Administration or Business Management and three years related experience or an equivalent combination of training and experience.
- Minimum 2 years' experience with knowledge and understanding of Indigenous protocol, culture and heritage.
- Minimum keyboarding speed of 60 c.w.p.m.
- Demonstrated ability to compose correspondence of non-routine nature inclusive of reports and correspondence utilizing excellent grammar, spelling, and punctuation.
- Above average skill level with Word processing, PDF editing, spreadsheet, and database development.
- Superior judgment, organization, decision making, interpersonal, and communication skills.
- Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Ability to operate standard office equipment.
- Ability to arrange personal transportation for local travel as needed.
- Ability to lift up to 10kg on occasion.

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School District 68 (Nanaimo-Ladysmith)