

TITLE: Administrative Assistant - Department of Learning Services
SECTION: Department of Learning Services
REPORTS TO: Assistant Superintendent, Executive Assistant and Department of Learning Services

#208

SUMMARY

Under the direction of the Assistant Superintendent or designate, administers secretarial, accounting and clerical support services for the Department of Learning Services.

DUTIES

1. Provides secretarial and accounting services to the Department of Learning Services staff by preparing a variety of correspondence, reports and teaching material, from notes, drafts, or corrected copy, including those of a confidential nature.
 2. Organizes workflow, coordinates projects and monitors results for accuracy and completeness.
 3. Utilizes a personal computer or the District's computer system, to carry out the procedures required for the annual and monthly budget and accounting processes; compiling, ordering, receiving and verifying purchases; and educational reporting.
 4. Provides reception and responds appropriately to a variety of queries, including those of a sensitive or confidential nature from district personnel, parents and the general public.
 5. Receives, processes and maintains accounting records for annual audit.
 6. Monitors individual program budgets within the department.
 7. Scrutinize credit card transactions for all Principals prior to approval by Assistant Superintendents.
 8. Responsible for maintaining electronic student records as per District and Ministry of Education guidelines, including confidential designations, threat/violence psych ed reports and consultation requests of a confidential nature.
 9. Maintains department databases and joint databases with community agencies and various departments to ensure accuracy of data.
 10. Possesses a strong working knowledge of provincial student information system database, prepares specific student information system reports and ensures data is entered correctly for data collection and compliance purposes.
 11. Composes, prepares, proofs and distributes materials of a routine nature and confidential student material.
 12. Maintains and secures keys and filing systems.
 13. Manages department orders of materials, equipment, supplies and services and reconciles orders.
 14. Responsible for collecting, preparing, photocopying, collating and distributing a variety of documents and forms including the maintenance lists, student directories, and various departmental binders
 15. SPED 1701 Reporting updates, works closely with Supervisor of student data around Ministry requirements & deadlines.
 16. District co-ordination of French Immersion registration process.
 17. Maintain Loan Bank for specialized District equipment.
 18. Maintains updates of teacher lay-off database and Education Assistant staffing module.
 19. Assists other departmental staff.
 20. Assists with workshop and in-service planning, collection and reporting of funds, preparation of materials, displays, scheduling, registration and circulation of workshop resources; may assist in setup of workshops at various sites.
-

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 three years experience in a senior assistant position.
- Minimum keyboarding speed of 60 c.w.p.m.
- Demonstrated ability to operate all Microsoft Office products in a Windows environment.
- Demonstrated ability to compose correspondence of a non-routine nature inclusive of reports and correspondence utilizing excellent grammar, spelling and punctuation skills.
- Demonstrated advanced skills in word processing, data base and spread sheet software.
- Demonstrated ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.

- Demonstrated ability to manage multiple projects, set priorities, work independently, perform duties with speed and accuracy, work effectively under pressure with assigned deadlines.
- Demonstrated strong research, analytical and problem solving skills.
- Excellent organizational, interpersonal and communication skills.
- Ability to exercise judgment and initiative in interpreting policy and guidelines on financial matters.
- Ability to operate and maintain standard office equipment, including a personal computer, photocopier, scanner and fax machine.
- May on occasion be required to perform other related duties as assigned.

JE: 2013.02.28 / 2014.12.16 / 2016.02.15

School District 68 (Nanaimo-Ladysmith)