

SUMMARY

Under the general direction of the Principal or designate, administers secretarial and clerical support services for the Learning Alternatives programs

DUTIES

1. Responsible for maintaining electronic student records as per District and Ministry of Education guidelines.
 2. Provides secretarial services by preparing a variety of correspondence, reports, and teaching material, from notes, drafts, corrected copy, including those of a confidential nature.
 3. Utilizes a personal computer or the District's computer system, to carry out the procedures required for educational reporting; the annual and monthly budget and accounting processes; compiling, ordering, receiving and verifying school purchases.
 4. Provides reception and information services for the school, and responds to a variety of queries, from students, parents, District personnel, visitors and the community.
 5. Composes, prepares, proofs, and distributes materials of a routine nature.
 6. Maintains and secures school keys and filing system
 7. Responsible for the review and submission of daily and weekly automated dispatch system (ADS) reports for teaching and support staff.
 8. Sets up recruitment, retention and management systems to more effectively manage CTC programs.
 9. Maintains student records to ensure students are meeting graduation requirements.
 10. Receives, processes and deposits school funds and fees and maintains records for annual audit.
 11. Maintains and balances petty cash fund and verifies and reconciles credit card transactions.
 12. Responsible for collecting ordering and storing school supplies including first aid supplies..
 13. Operates and provides first line maintenance to general office equipment including personal computer, photocopier, scanner, risograph, laminator fax machine and calculator.
 14. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
 - Completion of the Applied Business Technology Certificate for Administrative Assistants or Accounting Assistants and a minimum of three years experience or an equivalent combination of training and experience
 - Knowledge, and understanding of post secondary education and graduation requirements.
 - Minimum keyboarding speed of 60 c.w.p.m.
 - Demonstrated ability to operate all Microsoft Office products in a Windows environment
 - Excellent organizational, interpersonal and communication skills
 - Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines
 - Excellent grammar, spelling and punctuation skills
 - Ability to operate and maintain standard office equipment, including a personal computer, photocopier, scanner, risograph and fax machine.
 - Ability to work with minimal supervision
 - Ability to maintain the confidentiality of sensitive information seen or heard
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