



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

NAME:	SCHOOL:
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This is a generic job description the intent of which is to provide employees with a description of 95% of their job duties with room for modification as needed to suit individual position variances. Modifications to the job description must be within the parameters of the classification description (see Classification Manual for classification description). Job descriptions will be reviewed by the employee and the administrator as necessary.

DUTIES AND RESPONSIBILITIES: The Administrative Assistant is responsible for advanced office administration and administrative duties to support school staff, students, and external clients. The Administrative Assistant manages school accounts and budget related duties in addition to general administrative duties. In some locations the Administrative Assistant may be the only administrative staff in the school office to support the school administrators. Employees in this position are effective communicators with excellent organization, prioritization, time management and public relations skills.

Responsibilities:

- ☐ Provides support and assistance to administrative staff and students.
- ☐ Acts as receptionist; answers phones, assists students and staff, greets and directs visitors, takes messages and provides information.
- ☐ Completes Daily Review of Absences in the mornings. Assists staff with attendance system and completes a monthly activity report.
- ☐ Oversees and implements a broad range of office operations.
- ☐ Prepares confidential and non-confidential materials, reports, summaries, newsletters, letters, memos, minutes, test materials, etc. using Microsoft Office computer software.
- ☐ Collects data and prepares numerous monthly and yearly reports including student enrollment, teacher absent report, support staff absent report and quarter-end and year-end government reports.
- ☐ Records student attendance, updates computer records and prints out.
- ☐ Communicates with parent regarding late and absent students.
- ☐ Maintains and files all confidential student records and cumulative folders – keeps up to date, primarily in digital format.
- ☐ Maintains and updates the student demography and transfers students into and out of the school records.

- ☐ Assists with the maintenance and updating of class lists.
- ☐ Prepares and distributes transcript requests.
- ☐ Completes audits to ensure the accuracy of all information entered in the data bases. Runs various reports from the data bases as requested by the supervisor.
- ☐ Provides assistance and guidance to students, staff, parents, and the public. Answers phones and directs visitors.
- ☐ Records and updates student medical information. Administers medication and first aid to students according to level of training. Cares for sick/injured students and contacts parents or guardians. Supervises the activities of students in the office.
- ☐ Assists in planning and preparation for Parent/Teacher Interviews under the direction of administration.
- ☐ Assists in the preparation of report cards under the direction of administration.
- ☐ Carries out office equipment maintenance procedures.
- ☐ Maintains and updates inventory of school and office equipment and furniture.
- ☐ Prepares requisitions for signature.
- ☐ Photocopies material for administrative and teaching staff.
- ☐ Provides assistance in the preparation of student timetables under the direction of administration.
- ☐ Receives and sends electronic communication.
- ☐ Opens and distributes mail.

Financial/Budget Responsibilities:

- ☐ Receives, receipts and deposits school fees, lunch program fees, field trip fees and monies received via fund raising activities, etc. Follows up on returned payments and sends out reminders regarding outstanding fees.
- ☐ Monitors budget and forecasts budgetary needs. Maintains computerized financial records for school operating budget; processes statements, reviews monthly budget control statements. Updates administrators and teachers regarding expenditures and balances. Liaises with Finance regarding budget administration.
- ☐ Prepares requisitions for materials and supplies. Checks and distributes materials as received.
- ☐ Balances accounts. Issues all school cheques and pays school-related bills. Makes bank deposits and administers the petty cash fund.

- ☐ Orders and maintains adequate stocks of stationery and other supplies. Verifies invoices and submits invoices for payment.
- ☐ Maintains internal controls and safeguards for receipt of payments and communicates these controls to school administrators and staff.
- ☐ Performs budget tracking tasks at the discretion of the principal/supervisor.

Professional Responsibilities, Job Knowledge and Communication:

- ☐ Demonstrates and models a genuine appreciation, and understanding of protocol, discretion, confidentiality, and professionalism in Lethbridge School Division.
- ☐ Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation, or spoken language, within the school division.
- ☐ Promotes a welcoming, caring, respectful, and safe work environment.
- ☐ Maintains efficient relationships with school staff to support students.
- ☐ Assists team members during peak periods, including coverage for staff absences.
- ☐ Provides administrative assistance to other school administrators and teachers as directed by the principal/supervisor.
- ☐ Collaborates with internal and external agencies to achieve the goals of the school and Lethbridge School Division as a whole.
- ☐ Demonstrates excellent communication skills in both written and oral format.
- ☐ Maintains confidentiality related to Division students and staff.
- ☐ Proven public relations skills and demonstrated ability in promoting and maintaining effective working relations with public, student(s), co-workers, school staff, administration and Division officials.
- ☐ Understands and efficiently utilizes the technologies used by the school.
- ☐ Embraces and models the use of contemporary and/or emerging technologies contemporary and/or emerging technologies within Lethbridge School Division. Actively engages in professional learning opportunities.

Leadership Ability, Engagement and Decision Making:

- ☐ Coordinates and supervises subordinate staff.
- ☐ Serves as the lead administrative staff to coordinate workflow in the school office. Provides leadership and coaching to other administrative staff as required.

- ☐ Reports on merits and concerns related to office staff performance when required.
- ☐ Assists with training new administrative staff. Offers suggestions to supervisor(s) and other team members to efficiently manage day to day tasks and assigned projects.
- ☐ Collaborates with team members to identify efficient work flow in the school office.
- ☐ Completes minor requests from school staff to ensure facility operates smoothly.
- ☐ Takes initiative to resolve challenging situation with guidance from the principal/supervisor.

Goal Setting and Time Management:

- ☐ Completes a variety of administrative duties in a fast-paced work environment.
- ☐ Organizes, prioritizes and completes all tasks by assigned deadlines.
- ☐ Provides timely responses to requests by Lethbridge School Division staff, students and affiliated agencies.

Employee Safety/Health Management:

- ☐ Understand my role as an employee as it relates to Occupational Health and Safety and comply with all legal requirements for safety and health, as they pertain to the workplace.
- ☐ Completes all Occupational Health and Safety training modules as provided by the Division.
- ☐ Reports hazardous conditions, near-misses and accidents both inside and outside the Division to ensure the safety of Division staff and community.
- ☐ Completes accurate and timely reporting of employee incident, accident and hazard reporting using Division-directed tools and procedures.

The preceding job description is a general outline of essential duties and responsibilities preformed by employees within this classification. The job description may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description will be reviewed and is subject to change.

Other duties specific to the position:

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SIGNATURES:

ADMINISTRATOR

EMPLOYEE

DATE:

DATE:
