



## JOB DESCRIPTION ADMINISTRATIVE SUPPORT

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 Support is responsible for a variety of office administration and administrative duties to support the school staff, students, and external clients. The Administrative Support maintains excellent working relationships with school staff, students, and the public. Employees in this position are effective communicators with excellent organization, prioritization, time management and public relations skills.

### Responsibilities:

- ☐ Acts as receptionist; answers phones, assists students and staff, greets and directs visitors, takes messages and provides information.
- ☐ Prepares confidential and non-confidential materials, reports, summaries, newsletters, letters, memos, minutes, test materials, etc.using Microsoft Office computer software.
- ☐ Photocopies materials for administrative and teaching staff.
- ☐ Assists in preparation of reports cards.
- ☐ Assists in planning and preparation for Parent/Teacher Interviews.
- ☐ Assists with the maintenance and updating of class lists.
- ☐ Assists in daily input of attendance on the computer under the direction of administration.
- ☐ Receives and sends-electronic communication.
- ☐ Prepares and distributes transcript requests.
- ☐ Assists in updating student demography data - enters new students, transfers, etc.
- ☐ 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.
- ☐ Communicates with parents regarding late and absent students.

- ☐ Assists staff with the attendance system and completes a monthly activity report.
- ☐ Assists in maintaining confidential student files - keeps files up to date and filed, primarily in digital format.
- ☐ Prepares requisitions for signature.
- ☐ Opens and distributes mail.
- ☐ Assists in booking school facilities.

#### Professional Responsibilities, Job Knowledge and Communication:

- ☐ Demonstrates and models a genuine appreciation, and understanding of protocol, discretion, confidentiality, and professionalism in Lethbridge School Division.
- ☐ Provides a welcoming, caring, respectful and safe environment for all people.
- ☐ Understands and efficiently utilizes the technologies used by the school.
- ☐ Embraces and models the use of 21<sup>st</sup> Century contemporary and/or emerging technologies within Lethbridge School Division. Actively engages in professional learning opportunities.
- ☐ 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.

#### Engagement and Decision Making:

- ☐ Resolves issues pertaining to day-to-day administrative duties in collaboration with other team members and with guidance from the supervisor.
- ☐ Takes initiative to assist internal and external clients with urgent time sensitive requests.

#### 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*

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*DATE:*

*DATE:*

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