

ADMINISTRATIVE ASSISTANT A (SECONDARY)

Division: 4 (Clerical)

Reports to: Principal or Designate.

Job Summary

With minimal direction, the Administrative Assistant A performs clerical and reception duties and coordinates the workload of other clerical personnel. He/she works cooperatively with other employees, students, parents and public.

Duties and Responsibilities

- Coordinates workload of clerical staff.
- Keyboards and composes a variety of materials, including those of a confidential nature, such as correspondence, newsletters, general reports, classroom materials, minutes and memoranda.
- Inputs and retrieves data on the computer such as attendance, scheduling, student records, report cards and Ministry reporting.
- Analyses data and prepares statistical reports.
- Answers inquiries, relays messages and schedules meetings and appointments for community agencies, parents, students, public and other staff by telephone, facsimile, computer, mail, or in person.
- Maintains an up to date knowledge of timetables and graduation prerequisites.
- Files and maintains a variety of materials such as student report cards, student files, correspondence, newsletters, classroom materials and memoranda.
- Assists with organization of special events.
- Provides support to staff in the use of administrative software.
- Website management.
- Completes master time sheets.
- Sorts and distributes mail.
- Compiles and submits requisitions, such as maintenance and general supplies.
- Performs cashier duties.
- Uses a public address system.
- Duplicates, sorts, collates and staples materials.
- Weighs and meters mail.
- Assists with registration of new students.
- Administers first aid to students and staff.
- Maintains stationery inventory.
- Maintains employee bulletin boards.
- Performs other clerical or emergent duties.