

ADMINISTRATIVE ASSISTANT A (ALTERNATE EDUCATION)

Division: 4 (Clerical)

Reports to: Principal or Designate.

Job Summary

With minimal direction, the Education Centre Secretary 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 such as correspondence, newsletters, general reports, classroom materials and memoranda.
- Inputs and retrieves data on the computer such as attendance, scheduling, student records, report cards and ministry transfers.
- Maintains and reconciles school accounts statements, manually and/or using a computer.
- Maintains and reconciles school based trust funds, manually and/or using a computer.
- Acts as one of the signing officers of the school based trust funds.
- Schedules appointments for students.
- Prepares and forwards payroll invoices to Financial Services department.
- Completes and submits requisitions, such as maintenance, transportation and general supplies.
- Maintains petty cash.
- Prepares and banks deposits.
- Compares packing slips and invoices to requisitions.
- Assists with the collection of monies from school-based functions such as vending machines and special activities.
- Analyses data and prepares statistical reports.
- Answers inquiries and relays messages to and from 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.
- Provides support to staff in the use of administrative software.
- Completes master time sheets.
- Sorts and distributes mail.
- 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.

Equipment Used

Computer, typewriter, photocopier, facsimile machine, postage meter, postage scale, telephone, cash register, public address system, paper cutter, calculator and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- At least two years' experience in an office environment or one year's clerical experience in a school office.
- A valid Safety Oriented First Aid certificate.
- Keyboarding speed of 50 words per minute.
- Intermediate level word processing skills.
- Basic knowledge of database computer functions.
- Knowledge of Business English, punctuation, spelling and Business Math.
- Ability to use a public address system.
- Ability to use tact and diplomacy when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: October 15, 1997
 Revised: January 1, 2013
 Reviewed: February 4, 2015
 Reclassified: December 14, 2016
 Formerly, Education Centre Secretary A