

# **ADMINISTRATIVE ASSISTANT (ELEMENTARY)**

**Division: 4 (Clerical)**

**Reports to: Principal**

## **Job Summary**

With minimal direction, the Elementary School Secretary performs clerical, record keeping and reception duties. He/she works cooperatively with other employees, students, parents and the public.

## **Duties and Responsibilities**

- Inputs and retrieves data on the computer such as student and staff attendance, scheduling, student records, report cards, ministry transfers work orders, job costing and purchase orders.
- Maintains and reconciles school accounts statements, manually and/or using a computer.
- Maintains and reconciles school based trust fund, manually and/or using a computer.
- Acts as one of the signing officers of the school based trust fund.
- Answers inquiries, relays messages and schedules meetings and appointments for parents, students, staff, community agencies and public by telephone, facsimile, computer, mail, or in person.
- Keyboards and composes a variety of materials such as correspondence, newsletters, report cards, general reports, classroom materials and memoranda.
- Prepares and banks deposits.
- Completes and submits requisitions, such as maintenance, transportation and general supplies.
- Maintains petty cash.
- Compares packing slips and invoices to requisitions.
- Maintains stationery inventory.
- Administers first aid to students and staff.
- Assists with registration of new students.
- Assists with the collection of monies for school supplies and from school-based functions such as cafeteria and special activities.
- Completes master time sheets.
- Uses a public address system.
- Files and maintains a variety of materials such as student report cards, student files, correspondence, newsletters, classroom materials and memoranda.
- Duplicates, sorts, collates and staples materials.
- Sorts and distributes mail.
- Maintains employee bulletin boards.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.

### **Equipment Used**

Computer, typewriter, photocopier, facsimile machine, telephone, public address system, paper cutter, calculator and other office related equipment.

### **Required Knowledge, Ability, Skills**

- High school diploma or equivalent plus additional office administration coursework of up to and including six months.
- Six months' clerical experience in an office environment.
- 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.
- Basic level bookkeeping skills.
- Ability to use a public address system.
- Ability to use courtesy and tact in the explanation of and discussion of 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: July 1, 1994  
Revised: January 1, 2013, February 4, 2015  
Reviewed: April 6, 2016  
Formerly: Elementary School Secretary  
Elementary School Administrative Assistant