

# **ADMINISTRATIVE ASSISTANT A (LEARNING SUPPORT SERVICES)**

**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.

### **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.
- Two years' experience in an office environment plus additional office administration coursework of up to and including six months.
- 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 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: May 9, 2014  
Revised: February 4, 2015, April 6, 2016  
Administrative Assistant A (Learning Support Services)  
Formerly: Student Services Secretary A