

JOB DESCRIPTION

JOB TITLE: School Administrative Assistant		JOB CODE: NU60 VERSION 1.0
DEPARTMENT: SCHOOLS		
DATE APPROVED: NOVEMBER 17, 2009	APPROVED BY: CHERYL ANN CORALLO, EXECUTIVE SUPERINTENDENT OF BUSINESS AND FINANCE	
DATE REVIEWED: FEBRUARY 22, 2024	SIGNATURE: 	

REPORTING RELATIONSHIPS

- Position reports to: School Principal

Positions supervised: n/a

JOB PURPOSE

The School Administrative Assistant provides a welcoming atmosphere as the first point of contact. They are also responsible for providing general information and assistance to staff, parents, and the public in a professional and courteous manner, and provides administrative support to the Principal.

ESSENTIAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- One year Community college certificate/diploma in a related field
- Certificate of completion for the Ministry of Labour Worker Health and Safety Awareness in 4 Steps training

REQUIRED KNOWLEDGE:

- Proficiency in computer applications including word processing and spreadsheet software, email, Internet
- Working knowledge of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Personal Health Information Protection Act (PHIPA)

EXPERIENCE REQUIRED:

- Six months of recent related experience

SKILLS/ABILITIES:

- Strong customer service skills
- Motivated and able to work under minimal supervision
- Excellent discretion and ability to maintain confidentiality
- Strong organizational and time management skills

- Strong interpersonal skills
- Excellent English communication skills (oral and written)
- Ability to provide accuracy and attention to detail
- Ability to effectively communicate and relate to people tactfully, diplomatically, and professionally at all times is essential

PHYSICAL REQUIREMENTS:

- Manual dexterity required to use desktop computer and peripherals
- Frequently required to sit; occasionally walk and stand; twist at neck and waist

PREFERRED QUALIFICATIONS:

- Experience in a school board setting
- Ability to read and speak French

KEY RESPONSIBILITIES:

Front Desk Operations:

- Serves as the first point of contact providing a welcoming and positive atmosphere for parents, students, staff, and visitors (whether in person or on the phone).
- Provide safe schools monitoring and sign in of all visitors entering the building (anyone who is not a staff member of that school).
- Is a positive team player with strong interpersonal, communication and organizational skills while having the ability to remain calm in hectic situations, de-escalate when necessary, multitask and prioritize. Able to work independently with minimal supervision.
- Assist with first aid procedures, and secure further assistance under the guidance of the Principal/Vice Principal and administer prescription medication when required.
- Operate equipment such as the computer, telephone, fax machine, public address system, laminator and photocopier and make certain the maintenance of these machines are kept in order (adding toner, troubleshooting, calling for service).
- Monitor and manage office/classroom supplies, placing orders as needed.

Record Keeping and Data Management:

- Ensure attendance is submitted daily by teachers including entering adjustments for late arrivals and early dismissals.
- Collect required documentation and assign OEN's for new students. Request or create new OSR files. Send out OSR files for transferred students. Ensure documents are properly filed in the OSR's according to the Ontario Student
- Record guidelines. Maintain an organized filing system for OSR files and school records.
- Prepare daily/monthly Ministry, Board, and School reports (such as enrolment registers, attendance and audit reports).
- Maintain audit binders as per Board and Ministry guidelines.
- Submit monthly reports to outside agencies as required (breakfast program, Bingo/Nevada accounts, etc.)
- Manage student and staff records in Edsembli, ensuring accuracy and confidentiality.

- Assist in the preparation and distribution of academic report cards and other communications.
- Complete ONSIS Ministry reporting three times per school year.
- Ensure completeness and accuracy of data entered into the Student Information System including custodial and medical data.
- Assist with the collection of required documentation for new staff including back-up supply teachers and lunchroom supervisors.
- Archiving files and records as per Board and Ministry guidelines.

Scheduling and Coordination

- Assist with scheduling appointments, meetings, and events for school staff, students, and administration, such as Open House, Welcome to Kindergarten Night, Parent-Teacher meetings, Christmas concerts, school dances, fundraising events, picture days, field trips, etc.
- Update the school calendar with school related activities and events.
- Monitor Smartfind for staff absences and assist with scheduling back up supply teachers and lunchroom supervisors when required.

Financial Support:

- Maintain accurate financial records. Reconcile bank and credit card accounts monthly. Apply for raffle licenses when required.
- Manage School Cash online sales and transactions. Perform year-end roll-over.
- Assist in budget monitoring.
- Work with the Board's finance department to ensure accurate financial transactions.

Support to School Leadership:

- Provide administrative support to school administrators and staff as required.
- Assist in the preparation of reports, presentations, and other documents as required.

Health and Safety

- Always practice safe work procedures
- Report unsafe conditions as quickly as possible
- Properly wear any protective equipment the job requires

Other

- Other duties, as assigned by the Principal

SPECIAL WORKING CONDITIONS

- Risks found in the typical office setting, which is adequately lit, heated and ventilated
- Frequent interruptions