

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – ADMINISTRATIVE ASSISTANT – AA 4

Rate of Pay: **Band #11**

Location: **Learning Centres**

SUMMARY

- Performs confidential services to administration, performs clerical, reception and bookkeeping services
- Ensures the efficient and effective operation of the Centre, typically in a single person office
- Provides classroom assistance to learners in adult centers and other locations

DUTIES & RESPONSIBILITIES

- Assists administration with allocating the yearly budget for the learning centre; ensures correct budget authorizations and account number for expenditures
- maintains all student records and generates reports for the school, District, the Ministry and other organizations
- Inventory and orders all supplies, books, magazines and materials for the school year and receives items
- Answers inquiries and provides assistance to students, teachers and the public
- Records minutes of staff meetings and maintain a user handbook for the centre for staff/courses/programs
- Maintains the calendar of use of the centre by outside user groups.
- Administers and invigilates tests
- Assesses, monitors, observes and reports to the teachers on student progress and assists with modification of classroom and curriculum materials to meet students needs
- Provides staffing support for Administration and teaching staff
- Ensures the integrity of student information

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- completion of a Applied Business Technology or a Office Administration Certificate Program
- knowledge of purchasing procedures
- BC driver's license - Class 5
-

EXPERIENCE

- 3 years of current relevant office experience, preferably in an school environment

SKILLS & ABILITIES

- ability to use judgement and initiative in identifying, adapting and applying procedures
- ability to communicate effectively using courtesy & tact in contacts of a difficult, sensitive or specialized nature
- self-motivated, self-directed and flexible, with good organizational and planning skills
- excellent interpersonal skills with the ability to communicate effectively, both orally and in writing
- ability to take direction from teaching staff and work as a team member to manage the total workload at the learning center, develop and streamline procedures
- demonstrated advanced experience with communication technology, word processing, data base management and spreadsheet programs
- maintains the confidentiality of sensitive information seen or heard
- physical capability to perform the job duties