

POSITION TITLE:

ADMINISTRATIVE ASSISTANT TO CURRICULUM AND INSTRUCTION

Reports to: Superintendent of Curriculum and Instruction

Function/Purpose:

To provide clerical and administrative support to enhance the efficiency and effectiveness of the work of the Superintendent.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- Minimum of one year of secretarial training (or equivalent) at a recognized institution as approved by the Division.
- Demonstrated knowledge in the operation of equipment such as; photocopier, switchboard, mailing machine, fax, computer, etc.
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- Proficiency in the operation of computers and knowledgeable of word processing applications and database software packages currently used by the Division.
- Proficiency in keyboarding.

Required Skills and Abilities:

- Excellent interpersonal and communication skills, both verbal and written.
- Excellent listening skills.
- Accurate filing skills.
- Ability to work as a team player.
- Ability to work independently with minimal supervision.
- Ability to maintain strict confidentiality with respect to Division operations.
- Ability to deal with a broad range of members of the public.
- Self-directed, tasks and goal oriented.
- Display a positive attitude.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Collaborative and flexible.

Duties and Responsibilities:

Without restricting the generality of the description above, the Administrative Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in life long learning with respect to training, inservices and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Perform receptionist duties such as directing telephone and on-site inquiries to appropriate personnel in a professional and courteous manner.

- Perform secretarial and clerical duties such as typing/work processing, duplicating, collating, completing purchase orders, filing, recording, sorting, and related duties as requested.
- Relay communications verbally and in writing to staff here and at other Division centers and schools.
- Provide general support for all of the functions carried out by the Superintendent.
- Assist with research on various topics related to the work of the Superintendent.
- Prepare a variety of reports and documents.
- Schedule appointments, interviews and seminars as requested.
- Preparation for meetings including arrangement for coffee, meals and room preparation.
- Receive, send and distribute email and fax messages as required.
- Be familiar with a central filing system.
- Order/pick up supplies as may be required.
- Assist with budget preparation.
- Other duties as may be assigned.

Judgement, Independence and Client Contact:

- Confidentiality
 - The Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - The employee is expected to work independently with minimal supervision.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working closely with other personnel in this and other Education Centres and schools on a daily basis.
- Responsibility for Quality of Assigned Work
 - The employee is responsible for the quality of the work and is expected to seek clarification and directions on any matters of concern. The effectiveness of this position is dependent upon the efficient, accurate, and timely relay of information.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007