

ROLLING RIVER SCHOOL DIVISION REGULATION

Administrative Assistant – Administration, Student Services, and Operations Job Description

GDAAH/R

Position Title: Administration Assistant – Administration, Student Services, and Operations

Reports to: Secretary-Treasurer

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing administrative support to the Division Office.

To provide administrative support services to the Division Office including the Maintenance, Transportation, Student Services, Information Technology Department and other Division Office departments and schools as required.

Education

The minimum education requirement for this position is graduation from grade 12 and a post-secondary diploma in Office Administration/Secretarial Science, or equivalent. Post-secondary training in computer programming or systems is an asset.

Additional Skills

Required:

- Ability to communicate effectively with people both orally and in writing
- Strong organizational skills
- Understanding of and an ability to appropriately deal with and maintain confidential information
- Ability to work well independently as well as part of a team
- Strong technology training, knowledge and experience in word processing, spreadsheets, databases and publishing applications; web page development, and a variety of other software applications

Preferred:

- Experience and training in Microsoft Office
- Experience or background in information technology help desk and troubleshooting
- Accounts processing background

Experience

A minimum of three years prior Administrative Assistant experience or equivalent is required.

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Key Duties and Responsibilities

To provide reception and administrative support to the to the Division Office including the Maintenance, Transportation, Student Services, Information Technology, Secretary-Treasurer and Superintendent departments.

- Provides receptionist services for the School Division Administration Office
- Provides primary secretarial and clerical support, (including sorting, copying, filing and distributing information), to the Maintenance, Transportation, Student Services, and Information Technology Departments. Provides secretarial and clerical back-up support to other Division Office departments including the Superintendent and the Secretary-Treasurer Departments as required
- Processes, distributes, and maintains copier, fax, and e-mail services for Division offices and departments
- Monitors, coordinates, maintains, orders/purchases, and prepares Division office stationery room supplies
- Develops, completes data entry and maintains statistical, IT user information and monitoring reports, manuals, inventory and information as required. Monitors, maintains and updates Division technology and equipment inventory systems
- Provides software / technology help desk support to school based and divisional administration (*PowerSchool, Destiny, and CLEVR*)
- Monitor, revise and edit Divisional based webpages as requested (including reviewing copyright laws and links found on classroom, school, and Divisional webpages)
- Provides administrative support for student services, Information technology Maintenance and Transportation Departments purchasing and invoicing. Researches, coordinates, and completes purchases as required
- Performs and maintains purchasing, receiving, and distribution of goods on behalf of Administration Office Departments
- Performs back-up to other administrative support staff as required
- Other job-related duties as required

Comments

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments, and deal with and maintain confidential information.

Index Policy

Regulation: *Duties and Responsibilities - Administration Office, Maintenance, Transportation, Student Services and Information Technology*

Date Adopted: September 5, 2018

Date Revised: September 2, 2020

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Secretarial

Daily

- Word-processing publishing/spreadsheets/databases
- IEPs and Student Reports Forms
- Miscellaneous meeting agendas and minutes
- Letters/memos
- Brochures
- Manuals
- Lists

Weekly

- Create and maintain reports and data analysis in PowerSchool, CLEVR, and other software/programs

Monthly

- Maintain monthly attendance reconciliation reports for all schools
- Distribute monthly attendance summary report
- Update bus lists and driver/route information

Seasonal/Semester

- Create, maintain, and edit PowerSchool Data Analysis reports
- Review and update Divisional brochures
- Create and update all Divisional forms

Annually

- Complete and distribute bus driver and principal information packages.

Clerical

Daily

- Copy and distribute material and file for Administration, Maintenance, and Transportation Department Staff as required
- Receive, verify, and process all deliveries to Administration Office
- Pick up, deliver, prepare, process, and distribute mail and courier packages, divisional email and faxes
- Enter leave of absences for Administration Office staff unplanned absences (on Atrieve)
- Notify (email) supervisors when staff report unplanned absences
- Complete large volume copy jobs
- Provide and maintain copier machine servicing and supplies
- Fulfill toner requests for schools
- Create purchase orders for toners
- Input items on spreadsheet for toners, iPad/laptop chargers to be charged to schools
- Provides software/technology help desk support to and generates reports for school based and divisional administration (PowerSchool, Destiny, and CLEVR)
- Creates, maintains, and edits PowerSchool Data Analysis Reports

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- Monitors, revised, and edits Divisional based webpages as requested (including reviewing copyright laws and links found on classroom, school, and Divisional website)

Weekly

- Monitor, maintain and order Division Office stationery, office supplies
- Maintain organization and inventory of copier/supply room including toner
- Tag, scan, and record newly acquired iPads and projectors on the online asset inventory system
- Package any iPad/laptop to be sent in for repairs
- Assist IT Technicians by listing the asset tag numbers during removal of old and defective IT assets
- Photocopy, distribute materials/correspondence and file as required
- Laminate schools and Administration Office departments materials
- Check school websites for stories that can be featured on the Division website

Monthly

- Update bus lists and driver/route information

Seasonal/Semester

- Capture marks for high schools in PowerSchool

Annually

- Perform data entry and maintain inventories for equipment and hardware
- Submit list of staff/student information to photography company for annual pictures. Upload photos into PowerSchool and Destiny
- Assist to organize, set up, and clean up of annual bus driver event
- Coordinate process for custodian summer schedules submission (i.e. summer hours for delivery purposes, etc.)
- Data entry of annual custodian school closure calendar (i.e. waxing floors, etc.)

Reception/Communication

Daily

- In person and telephone reception for Administration, Maintenance, and Transportation Departments
- Maintain log of Administration Office, Maintenance, and Transportation staff schedules and leave of absence
- Operate bus radio as required
- Provide support and assistance to school based and Division staff in software programs (*troubleshooting – provide assistance to resolve issues/answer questions for, PowerSchool, CLEVR etc.*)

Weekly

- Monitor, revise, and edit Division based webpages as requested (including reviewing copyright laws and links found on classroom, school, and Divisional webpages)
- Contact trustees/staff/parents/public regarding meetings and information as required

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Monthly

- Monitor and maintain postage meter – supplies and service

Annual

- Review Division and school websites (reviewing copyright laws, to ensure information is current and accurate and links found on classroom, school, and Division webpages.)

Accounts/Purchasing

Daily

- Monitor, maintain, order/purchase and organize Administration Office stationery room
- Receive and verify all deliveries to the Administration office

Weekly

- Order toner for Divisional printers
- Purchase Student Services department supplies and equipment and Administration Office stationery supplies
- PO completion, processing, organization and filing for Student Services
- Complete and process purchases (Purchase orders and Credit Card orders) for Student Services

Monthly

- Process school bus gas forms

Annually

- Coordinate, process, summarize, and maintain annual paper and other tenders

Data Entry

Daily

- Data entry odometer and fuel data on Excel spreadsheet

Weekly

- Data entry and process extra-curricular trips and bus trip requisitions
- Maintain Maintenance Help Desk – process work orders

Monthly

- Maintain transportation parts/repairs, fuel, and oil report

Annually

- Data entry of annual custodian school closure calendar and others calendars as needed

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Miscellaneous

Daily

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned

Weekly

- Act as a back-up to other administrative support staff in the Division Office
- Back-up for arrange for all Administration Office meetings meal and snack service

Monthly

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned

Seasonal/Semester

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned

Annually

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned