



BRANDON SCHOOL DIVISION

Job Description

Position	School Administrative Assistant
Department	Various Schools
Reports To	Principal

JOB PURPOSE

Under the direction of the School Principal, the School Administrative Assistant contributes to the smooth and efficient operation of Brandon School Division. Providing services in confidential office administration, reception, clerical, and financial support services to a variety of people associated with a particular school.

PRIMARY RESPONSIBILITIES

Position responsibilities may vary depending on school location and therefore, activities may include any combination of reception, clerical, office administration and financial support. Where there is more than one Administrative Assistant, works collaboratively to ensure tasks are completed and each has knowledge in aspects of the others job.

Reception

- Greeting and assisting visitors, students, and staff in person or through telephone inquiries.
- Record and forward messages to appropriate recipient.
- Respond to inquiries via email or telephone, distribute faxes and operating PA system to make daily announcements.

Clerical

- Prepare, process and maintain accurate student records including, but not limited to student information, registration, enrollment numbers, report cards, EIS, transcripts, grad lists, Newcomer reports, attendance/progress reports, and failure lists.
- Process and maintain cumulative files by requesting, sending, documenting, and ensuring necessary documentation is in student's file.
- Prepare documents such as memos, waivers, letters, reports and others as required for administration, teachers, counsellors, and outside agencies.
- Distribute, organize and maintain a variety of lists, forms, and other documents as required.
- Coordinate and schedule bus supervision, appointments, and parent/teacher interviews.
- Handle incoming and outgoing mail/couriers and distribute to appropriate person.
- Maintain and update school website, TVs, and electronic sign (where applicable).
- Organize and maintain office files.
- Submit workorders for equipment repair.
- Order, maintain and distribute supplies.
- Assist staff in operating photocopier.
- Photocopy, fax, scan documents as required.
- Assign locks and lockers to students and input new locks into database as they are received.
- Assist in maintaining scan cards and keys for staff in and out of building.

Office Administration (School Support)

- Assist parents/guardians and students with the online system, transportation requirements and registration for Newcomers, School of Choice, Non-resident, BSD transfers, Children in Care (CFS), International and current students.
- Assist teachers in verifying grades, comments and learning behaviours at the end of each term.
- Check-in substitute teachers and casual support staff, assisting them with sub plans, classroom keys, schedules, and attendance.
- Provide occasional student support for special events as required.
- Aid and assist students who may be anxious, emotional, or sick by way of diabetic monitoring, listening to students who are upset, contacting parent/guardian if very ill and monitoring until student is picked up.
- Assist and prepare necessities for student graduation by maintaining and providing grad lists, transcripts, mark award certificates and scholarships for Awards Ceremony, letters to scholarship donors and other related duties as assigned.
- Broadcast school messages through the database with pertinent information for parents/guardians.
- Submit staff and student accident/incident reports online through the Manitoba School Boards Association.
- Assist new and current employees with work procedures and use of systems such as absence entry, eForms, timesheet entry, and general inquiries.
- Verify and complete the daily staff attendance review (submitting any changes as required).
- Assist in scheduling and organizing events or meetings as required, in coordination with either the principal, teacher, counsellor, committee, or parent council.
- Submit Child Abuse Registry Check paperwork for potential volunteers.
- Maintain school volunteer list and required documentation (e.g., Criminal Record Checks, Child Abuse Registry Checks, and Respect in School/Sport certifications).
- Receive Joint Use of School information from the City of Brandon, organize and communicate to staff members that require this information.
- Provide back-up support to other Administrative Assistants and Home School Liaisons for lunch/other breaks, vacations, or additional workload.

Financial Support

- Perform the financial function required to maintain school financial records such as record keeping of deposits and cheques, petty cash, and bank reconciliations.
- Submit approved staff Travel Expenses to the Division Office.
- Balance school store account (where applicable).
- Assist with canteen duties such as ordering supplies, preparing daily banking deposits, cheques, and floats.
- Maintain SchoolCash online for field trips, sport/art fees, and any other items as required.
- Prepare purchase requisitions as requested, price check items being purchased, stamp and distribute instructional materials for departments, verify invoices for Administration signature, and submit packing slips to Division Office.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

COMPETENCIES

- **Accuracy** – Performs duties with a high level of accuracy and attention to detail.
- **Flexibility/Adaptability** – Effectively manages work interruptions and adapts to the changing needs of the workplace. Able to multi-task and has a strong understanding of the job.
- **Accountability** – Takes personal ownership and responsibility for the quality and timelines of work commitments. Follows organizational guidelines (e.g., policies and procedures) and demonstrates reliability and integrity daily.
- **Independence and Initiative** – Appropriately and effectively plans, prioritizes, and performs work independently and assists others as required.
- **Teamwork**– Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- **Communication** – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- **Confidentiality** – Brandon School Division employees are expected to respect the confidential nature of their positions and shall keep confidential all information they acquire during their employment that would be reasonably considered to be personal or confidential.
- **Use of Technology** – Stays current with technology skills.

WORK CONDITIONS

Physical Conditions

The duties of the School Administrative Assistant are carried out primarily in an office environment.

- Sits at a desk using keyboard and office equipment (daily).
- Uses hands, arms and shoulders when using various types of office equipment (daily).
- Lifts and/or move up to 20 lbs (occasionally).

Psychological/Stress Conditions

The position workload and environment does not generally increase employee emotions or stress levels.

- Interruptions and requests from multiple areas (daily).
- Multi-tasking (daily).
- Proofreading, repetitive movements such as typing (daily).
- Job demands versus time constraints (daily).

Environmental Conditions

- This position is required to take certain precautions to avoid a work injury or adverse health impact.
- There are some physical hazards and personal health and safety risks with this position requiring a need for Health and Safety training, which includes emergency risk response.

POSITION QUALIFICATIONS

The qualifications provide an understanding of the level of expertise **required** in this position. Unless noted under preferred qualifications and experience, these are mandatory requirements of the position.

Knowledge, Skills, and Abilities

- A good working knowledge of computers and related business applications (e.g., Microsoft Office, EIS, PowerSchool, atrieveERP, SchoolCash online).
- Excellent mathematical skills are required to provide financial support and other duties as required.
- Effective writing skills are required to take messages, compose memos, update information/files, prepare bank deposits, and to write cheques.
- Demonstrated effective interpersonal and communication skills to deal with people sensitively, tactfully, and professionally at all times.
- Strong organizational and time management skills, with the ability to set priorities and meet deadlines.
- Ability to apply skills to work methods, processes and approaches while performing a variety of duties over the course of day-to-day activities while utilizing a strong secretarial skill set. Including but not limited to word processing, photocopying, data input, reception, faxing, emailing, customer service skills, and verified keyboarding skills of 50 wpm, with at least 95% accuracy.
- Requires the ability to read and comprehend a variety of documents while performing day-to-day tasks.
- Demonstrated ability in making quick decisions (e.g., injury) and remaining calm to communicate – seeking guidance from Principal when necessary.
- Demonstrated ability in handling unpleasant or agitated behaviours.
- Demonstrated ability to maintain confidentiality of information in the workplace.
- The ability to work independently and cooperatively as an effective member of a team.
- Must hold a valid Class 5 Driver's Licence.

Education and Experience

- Administrative Assistant Certificate (17–20-week program) and/or equivalent education.
- Financial Accounting coursework or certificates and/or equivalent education.
- A minimum of two (2) years Administrative Assistant experience, preferably within a school environment.

Preferred Qualifications and Experience

- Working knowledge of relevant Brandon School Division Policies and Procedures.
- Knowledge of English as an Additional Language (EAL) is important as this position must communicate with EAL students/parents where there may be language barriers.
- Training and/or certification in First Aid, CPR, WHMIS training, Non-Violent Crisis Intervention, Emergency Response Procedures, coursework related to Medical Secretary or Health Care (for positions in Student Services) is an asset.

NOTE: Position qualifications are measured through a variety of means such as assessments, formal interview, application materials and reference checks.