

# *Christ the Teacher Catholic Schools*

## **ROLE DESCRIPTION**

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<b>SECTION:</b>	400 – PERSONNEL & EMPLOYEE RELATIONS	<b>CODE:</b>	AP 480.04
<b>POSITION:</b>	<b>DIVISION ADMINISTRATIVE ASSISTANT</b>		

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1. **Immediate Supervisor:** Director of Education

2. **Primary Function**

The Division Office Administrative Assistant provides vital support and technical assistance required to maintain division operations and administrative functions.

The role of the Division Office Administrative Assistant is to be of service and support to the public, to the schools, and to division personnel.

3. **Minimum Qualifications**

- 3.1 High school diploma or equivalent and additional business/administrative assistant courses.
- 3.2 Two (2) to three (3) years' administrative assistant experience in progressively responsible positions, preferably in a school system.
- 3.3 Proficient use of office technology.

4. **Knowledge, Skills and Abilities**

- 4.1 Commitment to Catholic Education and ability to model Catholic Christian gospel values.
- 4.2 Ability to maintain strict confidentiality.
- 4.3 Possesses the following attributes: follows instructions willingly, able to meet deadlines, organizational loyalty, honesty, punctuality and dependability.
- 4.4 Excellent interpersonal and communication skills, both verbal and written to write and format complex correspondence.
- 4.5 Excellent listening skills and ability to carry out directions in a timely manner.
- 4.6 Excellent time management skills that create ability to meet work demands in an efficient and effective manner.
- 4.7 Self-motivated and able to work independently, as well as collaboratively as required.
- 4.8 Ability to deal with members of the general public in a pleasant and effective manner both on the telephone and in person.
- 4.9 Ability to establish and maintain effective working relationships with others.
- 4.10 High level of accuracy and analytical skills with attention to detail.

- 4.11 Knowledge of applicable privacy laws.
- 4.12 Ability to quickly learn procedures used to report information and maintain records.
- 4.13 Professional attitude that understands and promotes new learning and change as required by the organization.

**5. Supervision of Staff**

- 5.1 This position does not involve the supervision of other staff.

**6. Performance Responsibilities**

6.1 Reception/Administrative/Clerical

- 6.1.1 To be knowledgeable of the operations and services of the Division as to direct inquiries from the public or within the Division to the appropriate personnel.
- 6.1.2 Handle telephone calls in an efficient courteous manner, taking accurate and complete messages or relay calls to appropriate person.
- 6.1.3 Maintain a pleasant attitude, being tactful and courteous toward co-workers, students, parents and visitors.
- 6.1.4 Pick up, process and deliver all mail, packages, etc. from post office, or courier service and distribute to appropriate personnel in a timely manner.
- 6.1.5 Complete weekly updates on the division website.
- 6.1.6 In June, collect school registration forms and supply lists.
- 6.1.7 In September, collect and update student enrollment information.
- 6.1.8 Gather and compile data necessary for preparation of reports as required.
- 6.1.9 Maintain strict confidentiality of all information pertaining to the school including reports, records, correspondence, and communications.
- 6.1.10 Maintain division office files and follow record retention guidelines.
- 6.1.11 Duplicate and/or distribute materials and other documents as requested.
- 6.1.12 Manage boardroom bookings and assist with meeting preparations (set-up, food services, and clean up).
- 6.1.13 Assume responsibility for workroom supplies and operations.
- 6.1.14 Assume responsibility for the kitchen including the end of day cleaning and the purchasing of supplies.
- 6.1.15 Book hotel accommodations for the board and central office staff.
- 6.1.16 Maintain a neat and organized work area.
- 6.1.17 Provide administrative assistance to Dreambuilders High School, including Student Data and Bookkeeping assistance.
  - 6.1.17.1 Maintain accurate demographic information for all students via Student Information System and Provincial SDS.

- 6.1.17.2 Maintain accurate attendance records and print attendance reports as required.
  - 6.1.17.3 Provide support to teachers in utilizing the data system for attendance and marks.
- 6.2 Accounts Payable and Purchasing
- 6.2.1 Central Purchasing
    - 6.2.1.1 Prepares central office purchase orders as requested.
    - 6.2.1.2 Promptly validates that goods were received and that proper prices have been invoiced in accordance with the central office purchase order.
    - 6.2.1.3 Sorts school resources for distribution.
  - 6.2.2 Processing Supplier Invoices for Payment
    - 6.2.2.1 Stamp, date and sort invoices.
- 6.3 General Accounting Duties
- 6.3.1 Receipt all incoming cash and cheques.
  - 6.3.2 Complete bank deposits as required.
  - 6.3.3 File vendor invoices.
  - 6.3.4 Accurately enter and reconcile FAME Asset Management System.
- 6.4 Central Library Management
- 6.4.1 Operate and maintain the computerized automated system.
  - 6.4.2 Maintain the library to allow for optimum use by division staff.
  - 6.4.3 Register borrowers and prepare overdue notices.
  - 6.4.4 Supervise the circulation of books, audio-visual and other materials.
  - 6.4.5 Keep resources in good repair.
  - 6.4.6 Requisition library supplies.
- 6.5 Board of Education Support
- 6.5.1 Register board members for events and reserve hotel accommodations.
  - 6.5.2 Assist with event coordination.
- 6.6 Human Resources
- 6.6.1 Update the staff, board, and School Community Council directory.
  - 6.6.2 Gather required documents for new employees prior to forwarding to the appropriate supervisor.
  - 6.6.3 Update human resource forms.
- 6.7 Other
- 6.7.1 Participate in in-service as directed.

- 6.7.2 Perform other duties as assigned by Director of Education or Chief Financial Officer.

**7. Terms of Employment**

- 7.1 Twelve (12) months per year.
- 7.2 Working Hours – 8.0 hours per day to be scheduled by the Director of Education and Chief Financial Officer.

**8. Confidentiality**

- 8.1 At no time should the Administrative Assistant discuss in public information pertaining to employees, students or the operation of the school division. The Administrative Assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related or a logical assignment to the job.**

**The job description does not constitute an employment agreement between the Employer and Employee and is subject to change by the Employer as the needs of the Employer and requirements of the job change.**

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