



VANCOUVER ISLAND WEST
School District 84
SUPPORT STAFF JOB POSTING
No. 2017-25 REPOSTED

ADMINISTRATIVE ASSISTANT 1

Captain Meares Elementary Secondary School and Esperanza Elementary Secondary School

Under the direction, supervision and evaluation of the Principal, the Administrative Assistant 1 provides confidential services to the administration, performs clerical and bookkeeping services, and ensures the efficient operation of the schools' office. The Administrative Assistant is required to work three (3) hours per day, one week prior to school commencing, while school is in session, and one week after the school year finishes.

Duties:

- Performs a variety of clerical duties, such as telephone, relaying messages, mail, filing, photocopying, record keeping, typing documents and correspondence.
- Picks up, sorts and distributes mail.
- Maintains the school trust accounts including the collection of cash, issuing receipts and cheques, depositing funds, month-end balancing and bank reconciliations.
- Disburses and reconciles the petty cash account and requests reimbursement from the School Board Office.
- Monitors the school budget including the processing of purchase orders, approving invoices for payment and publication of account balances.
- Publishes the school newsletter, programs for special events, notices, handbooks, and other related material.
- Contacts casual workers, occasionally, and completes payroll and record-keeping information for these workers as required by the School Board Office.
- Registers new students, maintains student information and records, and responds to requests for student files.
- Directs and advises other employees as required.
- Makes or assists with the arrangements for special events, if required (e.g. field trips, open houses, and school leaving ceremonies).
- Processes report cards.
- Generates reports for the school, District and the Ministry.
- Schedules parent/teacher interviews.
- Maintains the calendar of use of school by outside groups.
- Maintains a school inventory and a sufficient level of supplies and materials for the school.
- Assists Principal in the allocation of the yearly budget.
- Provides support in handling inquiries and provides assistance to students, staff and the public, as required.
- Maintains office equipment.
- Administers minor first aid to students as necessary.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- May be required to perform other job-related duties as assigned.

Qualifications:

- Grade 12 education or the equivalent.
- A minimum of over one and up to a two-year Administrative Assistant Certificate from a recognized post-secondary institution; and, two years of recent office experience, preferably in a school environment.
- Demonstrated appropriate interpersonal skills, and the ability to work effectively with students, staff and public.
- Ability to type accurately at 50 wpm.
- Ability to access and utilize standard computer applications, including word processing, desk top publishing, spread sheet programs using a computer system including knowledge of computerized school attendance programs.
- Ability to operate standard office equipment.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.
- Class 5 Driver's license.
- Physical capability to perform the job duties.

The rate of pay for an Administrative Assistant 1 is \$24.89 per hour as per the Collective Agreement. Employment is subject to an approved Criminal Record Check. Inquiries can be directed to the Principal at 250-332-5260.

Interested applicants are required to submit a letter, resume, application form, and supporting documents by 4 pm, August 4, 2017, to:

Ms. Annie James, Human Resources Administrator
Vancouver Island West School District 84
E-mail: ajames@viw.sd84.bc.ca

The successful applicant may be required to complete short on-line courses related to health and safety prior to the commencement of this assignment. Information will be provided.