

**School District #64 (Gulf Islands)**  
**Job Description**  
**School Administrative Assistant - Secondary**

**SUMMARY**

Under direction, performs administrative support and bookkeeping duties, and information management in a secondary school. Prepares and produces reports using office, accounting, student information management dispatch and other district databases. Contributes to a welcoming school environment by establishing and fostering positive relationships with students, families, and the school community.

**DUTIES**

**Under direction:**

- Responds to a wide variety of inquiries from students, staff, parents and community members by telephone, electronically and in person.
- Monitors visitor access
- Maintains accounts for the flexible budget, including petty cash, and school-generated funds
- Supports school administration to implement procedures as outlined in the Handbook of Procedures for the Graduation Program and related Ministry documents
- Maintains and monitors secondary level programming in student information system
- Prepares monthly reports and summaries
- Performs student registrations, confirming paperwork is complete. Updates student information system
- Maintains the accuracy of student records
- Monitors, verifies and maintains student attendance records; generates related reports
- Monitors staff absence and replacements
- Monitors school bus communications and responds as appropriate
- Prepares Ministry of Education statistical reports
- Submits and monitors school work orders
- Assists with school event and field trip coordination and logistics
- Verifies documentation for volunteers
- Maintains school communications including website, calendar and news updates
- Distributes internal and external mail
- Composes and types letters, memos, forms, and other documents. Maintains records and files.
- Composes and prepares routine correspondence; signs when authorized
- Orders, receives, distributes, and inventories school resources
- Operates office equipment and monitors operation and serviceability
- Books school facilities and invoices as required
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 12
  - Certificate in Office Administration
  - Demonstrated proficiency in data entry and word processing
  - Demonstrated knowledge of office, accounting and student information management programs at the secondary school level
  - Five years experience in related work
  - Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team
- Or equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to the school principal

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)

On behalf of:  
CUPE Local 788

*Original signed by:*

*Original signed by:*

Jesse Guy  
Secretary Treasurer  
February 13, 2025

Angela Thomas  
President  
February 13, 2025

**Classification: Clerical V**

JJEC approved date: February 13, 2025