

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

SUMMARY

Under direction, performs administrative support and bookkeeping duties, and information management in a school. Prepares and produces reports using office, accounting, student information management, dispatch, library systems 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
- 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 library clerical tasks
- 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, student information management and library programs
- Two years experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to the school principal or designate

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 IV

JJEC approved date: February 13, 2025