

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **ADMINISTRATIVE ASSISTANT**

**Policy Reference: EL-1.2**

**Reviewed: April 4, 2022, November 8, 2022**

Under the direction and supervision of Superintendent/ CEO, the division office Administrative Assistant shall be responsible for the secretarial and clerical duties required to conduct the effective and efficient operation of the administration office.

- Responsible for the secretarial and clerical duties required by Senior Administration Team
- A typing speed of 60 wpm
- Computer experience
- Strong interpersonal and organizational skills

#### **RESPONSIBILITIES and DUTIES**

##### **1.0 Preparation for Board Meetings**

- 1.1 Prepare the agenda and reports for Board meeting packages.
- 1.2 Prepare, type, and mail correspondence following board meetings.
- 1.3 Immediately after board meetings, finalize the board meeting minutes and mini-minutes, obtain Secretary-Treasurer's approval.
- 1.4 Post board meeting dates and times and approved minutes on the website.

##### **2.0 Office Correspondence**

- 2.1 Type and proofread correspondence, reports, and forms; edit and/or request clarification where required.
- 2.2 Type and distribute updates to policy manual, regulations, and procedures, and on-line shared office folders.
- 2.3 Do research and create summary reports as needed.
- 2.4 Send, receive and route mail, e-mails, and FAX.

##### **3.0 Perform general clerical duties**

- 3.1 Manage front desk in Division Office including answering the phone and assisting visitors.
- 3.2 Prepare for meetings with direction from Senior Administration Team.
- 3.3 Assist with hospitality, including preparing/arranging for nutrition breaks and meals.
- 3.4 Book meeting rooms and arrange spaces as needed.
- 3.5 Record petty cash transactions and prepare cash for bank deposit when necessary.
- 3.6 File, and maintain a filing system for all correspondence, personnel records, meeting minutes, agendas, reports, department forms, etc.
- 3.7 Maintain and update office policy manual and government acts by inserting updates and removing obsolete material.
- 3.8 Arrange conference/accommodation registrations as required.

- 3.9 Support with data collection systems, for example reading data tool.
- 3.10 Manage leave requests and adjustments as required by senior administration team.
- 3.11 Generate and circulate advertisements for teaching and support staff positions – newspapers, website, email, local and on-line - postings as per LTA and CUPE agreements.
- 3.12 Schedule intake meeting and ensure all new employees follow through on the documentation required for the hiring process. For example, child abuse registry check and Criminal Record check.

#### **4.0 Statistics**

- 4.1 Work with Superintendent/CEO on monthly check list for schools and assist as needed.
- 4.2 Track drivers' monthly reports for the Director of Operations and Infrastructure.
- 4.3 Prepare odometer readings (from Drivers' Monthly Reports).

#### **5.0 Assist Director of Operations and Infrastructure**

- 5.1 Verify contact information
- 5.2 Assist with tenders as required.
- 5.3 Type and proofread specific correspondence re: hirings etc.

#### **6.0 Assist Student Services Administrator/Clinicians**

- 6.1 Photocopy and distribute information as requested.
- 6.2 Type and proofread reports, correspondence as required.
- 6.3 Compose and type routine letters of hiring.
- 6.4 Assist with creation of Kindergarten registration packages

#### **7.0 Human Resource System Management**

- 7.1 Input and maintain staff information in HR system  
Examples: hiring, transfers, terminations
- 7.2 Assist and maintain evaluation system
- 7.3 Assist and organize staff appreciation certificates and gift

#### **8.0 Other duties as assigned**