



Administrative Assistant to Student Services and Curriculum

Administrative Procedure 2.B.30

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December, 2003

Date Amended: December, 2005; October, 2006; April, 2012; May, 2014; July, 2016

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

- The Administrative Assistant to the Student Services and Curriculum is responsible for the confidential administrative assistant duties to the Student Services Department, Superintendent's Department and the Board and works under the supervision of the Superintendent.
- This person operates as part of the Education Support Centre office team that provides efficient and effective service within the office as well as service to the school division. The Education Support Centre Division Office Team operates under the daily direction of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES

Reception

1. Serve as the receptionist in an inviting and pleasant manner to visitors/callers to the Education Support Centre and direct inquiries to appropriate personnel.
2. Acknowledge staff illnesses, losses or births and sends retirement/resignation gifts as per Board policy.
3. Orders nameplates, business cards and office supplies (including food/coffee).

Superintendent / Board

1. Provides administrative support to the Superintendent's Department.
2. Prepares and distributes the agendas and supporting materials for Board meetings under the direction of Senior Administration.
3. Communicates and prepares for meetings and workshops for the Board, Leadership Team and Superintendent's Department.
4. Prepares and distributes agendas, supporting materials and minutes for Committees of the Board and Superintendent.
5. Provide clerical support for the Division Consultants.
6. Maintain general records, such as: nonresident applications and school of choice applications/approvals.
7. Updates the Division website and checks the Division email on a daily to weekly basis.
8. Revise and Maintain policies and Administrative Procedures and upload on website and distribute as required.
9. Makes all conference and meeting arrangements for the Board and the Superintendent.
10. Maintains an efficient filing system for all Superintendent and Board correspondence and other information.
11. Prepares all correspondence and reports for the Superintendent and the Board.
12. Prepare and upload items to the division website for Board and Leadership Team meetings.
13. Copy and distribute informational materials (re: workshops, Departmental directives, etc.) to schools and individuals.
14. Follow FIPPA, Department and Divisional Policy regulations on Pupil files and Record Management for the Division Office.
15. Maintain updated enrolment, suspension data and monthly attendance reports, as well as related spreadsheets.

Student Services

1. Provide clerical support for the Student Services Coordinator and Clinicians.
2. Communicates and prepares for meetings and workshops for Student Services.
3. Maintain general records including FIPPA requests

4. Maintains records and retains student and clinician documents as per pupil file guidelines. Maintains and tracks archived files (Cumulative, attendance, etc.).
5. Maintain all records for student services such as: URIS, health care plans
6. Maintains records of lockdown drills, Emergency Response Plans

General Support

1. Operate as a member of the Education Support Centre office team to maintain an efficient and effective telephone system, to maintain the office kitchen and to respond to other cross-related tasks that may be identified by the team or Senior Administration.
2. Maintain an efficient, current, and accessible filing system for Accounts Payable vouchers, cheques, purchase orders and the Secretary-Treasurer
3. Maintain the office postage machine with software updates, funds and printing supplies. Deliver mail to the Post Office daily and pick up mail.
4. Assist the Secretary-Treasurer with clerical and account services for the Evergreen Foundation of Manitoba Inc.
 - a. Fiscal tracking
 - b. Donation receipting
 - c. Issuing cheques
5. Other related duties as may be assigned from time to time.

SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel
- Edsby / Edsembli SIS / EIS / School Messenger

EMPLOYMENT REQUIREMENTS

- Diploma in a recognized administrative assistant program (or equal combination of academic and practical experience)
- Minimum of 2 years related experience