



Tɔ́chɔ́ Community Services Agency
Dɔ́ Nɔ́kɛ Lani Nɔ́ts'etso • Strong Like Two People

IDENTIFICATION

Department	Position Title	
Tɔ́chɔ́ Community Services Agency	Relief School Administrative Assistant	
Position Number	Community	Division/Region
94-15588	Behchokò-Edzo	Education / Tɔ́chɔ́

PURPOSE OF THE POSITION

The Relief School Administrative Assistant provides confidential secretarial, administrative, financial and client support services to the Principal, Vice Principal, staff and students of the school in order to assist with the effective and efficient operation of the school. The Secretary must abide by the *Education Act* and the policies and procedures of the division, district and school.

SCOPE

Located in Behchokò-Edzo, the Relief School Administrative Assistant reports to the Principal and is responsible for providing confidential secretarial, administrative and financial support services to the Principal, Vice Principal and staff of the School. This position is also responsible for providing administrative assistance and client support to the Schools' students, their families and members of the public.

The Relief School Administrative Assistant is responsible for maintaining the student records system and the leave management system for staff. The position is also responsible for managing financial administration within the school including tracking budgets.

Providing these services will have a direct impact on the ability of the school administration and staff to complete their own responsibilities in a timely and orderly manner. It will also have a direct impact on the students and families of the school.

RESPONSIBILITIES

- 1. Under the direction of the Principal, provide timely and confidential secretarial services for the school in order to maintain effective and orderly operations.**

- Prepare correspondence, reports and documents using a variety of computer software programs including word-processing, databases and spreadsheets.
- Provide receptionist services by greeting visitors, providing information, directing callers and taking messages.
- Maintain order in a very busy office environment.
- Make travel arrangements and complete associated forms.
- Maintain the office filing system.
- Schedule appointments and arrange meetings and conferences.
- Take minutes at staff and other meetings.
- Design and produce forms and other materials as required by the Principal.
- Photocopy documents and materials.
- Control and maintain office equipment including photocopiers and fax machines.
- Sort and distribute the mail.

2. Provide administrative assistance and client support services for students, their families and members of the public to ensure clients are well served by the school.

- Receive a large volume of phone calls and inquiries from students, family members and the public.
- Greet visitors and provide information.
- Take and relay messages.
- Respond to students, family and public requests as appropriate.
- Arrange parent teacher interview times.
- Provide administrative services for the Parent Advisory Committee.
- Supervise students who are visiting or have been sent to the office.
- Provide a positive and caring environment by attending to the emotional, social and behavioral needs of students who may be in distress.

3. Participate in supervisory and extra-curricular activities in order to provide opportunities for all students to become active in cultural, sport and other activities and events.

- Supervise students in the school, on the school ground and in other locations.
- Patrol school grounds and halls at recess and lunch hour as per duty schedule.
- Supervise students getting on or off the buses.
- Monitor students on field trips and during extra-curricular activities.
- Attend committees (i.e. literacy, beautification, etc.).
- Participate in staff meetings.
- Take advantage of personal skills that could benefit students through participation in extracurricular activities.
- Seek out work to be completed as time permits.
- Provide support including but not limited to walking students to and from appointments in a school setting, supervising students during online sessions, and supporting food programs etc.
- Provide a positive and caring environment by attending to the emotional, social and behavioral needs of students who may be in distress.

- 4. Maintain student records in order to ensure an accurate and update registry of students and student achievement.**
 - Register all incoming students.
 - Enter and update all personal and biographical information on students in the computerized student management system and on the rotary card filing system.
 - Maintain student attendance records on a daily basis and maintain student record files.
 - Produce month end student attendance reports and student registration and achievement reports as required.
 - Ensure the accuracy of student enrollment for budget allocations for the coming year.
- 5. Provide administrative support in order to maintain accurate and up to date information.**
 - Complete monthly reports on student enrollment, staff absences, casual staff hired and cost of casual staff.
 - Ensure leave forms are completed, approved and entered into the computerized leave management system.
 - Verify the accuracy of leave credits for staff.
 - Prepare leave reports and maintain the leave management system.
 - Verify all long distance calls made from the school.
 - Prepare casual and substitute teacher pay forms for approval.
 - Maintain an up to date inventory list of all school equipment.
 - Contact appropriate agencies concerning school or equipment repairs.
- 6. Maintain financial administration to ensure all school accounts and budgets are accurate and up to date.**
 - Maintain an accurate record of all school budgets and expenditures.
 - Prepare monthly budget reports.
 - Manage the purchasing of all classroom, janitorial and office materials and supplies.
 - Check supplies, type purchase orders, order supplies and follow up on orders received.
 - Forward invoices to the DEA or Divisional Office for payment.
 - Maintain computerized and manual accounts for various student activities (i.e. fundraising activities, book fairs, etc.).
 - Safeguard, record and deposit all cash and cheques received for school activities.
- 7. Provide minor first aid to students when necessary and inform the Principal and parents of the need for medical attention.**
 - Apply first aid for students as required.
 - Coordinate emergency response for critical situations.
 - Arrange for transportation of students who require medical attention.
 - Advise the Principal and parents of medical situations.
 - Maintain the safe arrival process to ensure students arrive to school safely.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general administrative / clerical procedures, and filing systems.
- Knowledge of and/or the ability to acquire knowledge of financial administration and human resources software programs such as System of Accountability and Management (SAM) and Human Resources Information System.
- Knowledge of and/or the ability to learn and apply records management policies and procedures including records disposition and systems such as DIIMS/ARCS and ORCS.
- Ability to acquire and apply knowledge of *ATIPP Act*.
- Ability to acquire and apply knowledge of GNWT and TCSA policies and processes.
- Knowledge of privacy and confidentiality practices and the ability to adhere to the expectations of maintaining client privacy and confidentiality.
- Telephone and reception skills.
- Organizational, time management and decision making skills.
- Skills relating to working collaboratively and cooperatively as an effective team member to achieve group and organizational goals.
- Keyboarding and computer skills and the ability to send and receive electronic mail, perform word processing and access information over the internet.
- Attention to detail and accuracy skills, and the ability to prioritize work.
- Ability to listen, understand and respond effectively to other people, and to help or serve people in an effective, tactful manner.
- Ability to communicate effectively verbally and in writing.
- Ability to manage interruptions and tight deadlines.
- Ability to understand and carry out detailed instructions.
- Ability to record, format and compile information accurately.
- An ability to participate willingly and support team decisions (i.e.: is a good team player).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A High School Diploma and two (2) years of relevant work experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Possess or ability to obtain First Aid/CPR certification within a reasonable timeframe.

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred