

## ITINERANT OFFICE ADMINISTRATOR

CUPE 2357 level 5 (under review)

*2009  
A lot project  
2009-2010  
not renewed  
Sept 2010.*

### CORE FUNCTION:

Under the general direction of the Principal of Leadership Development, the Itinerant Office Administrator travels to schools within the Board, on an as-needed basis, in order to fill in for Office Administrators who are away for vacation, illness, training, and as required.

### MAIN DUTIES:

Perform all the functions of the Office Administrator at the applicable level, i.e. Elementary, Intermediate, Guidance.

This requires the incumbent to be versed in all office processes such as ESIS, report cards, attendance, purchase orders, SEMS, imenu, BAS, and so on.

### SUPERVISION OF STAFF:

There is no supervisory responsibility

### QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college
- 3 years of related experience
- Proficiency in word processing (MS Word; Excel; ESIS, etc.)
- Keyboarding speed of 60 w.p.m.
- Use of a personal vehicle
- Ability to work independently
- Excellent organizational, communication and interpersonal skills

Individuals who possess an equivalent combination of education and experience may also be considered.