

## OFFICE ADMINISTRATOR (.5)

CUPE 2357 – Level 3

### CORE FUNCTION:

Under the direction of the school Principal, the part-time office administrator provides administrative, clerical and receptionist support and acts as a liaison with parents, students, Board employees and the general public and performs other duties, as assigned by the supervisor.

### MAIN DUTIES:

Provides administrative, clerical and receptionist support:

- word processes letters, memo, form, reports, etc.
- responds to incoming calls, or directs to the appropriate person
- greets visitors, parents, students
- maintains teacher attendance report
- follows-up on absent students
- reconciles monthly report of supply teacher time sheets
- processes incoming mail
- arranges bussing transportation for special events
- maintains OSR's in ESIS
- prepares Purchase Orders
- makes bank deposits
- maintains file of students with allergies
- updates manuals, books, etc., that come in for each grade

Performs other duties, as assigned by the supervisor.

### SUPERVISION OF STAFF

There is no supervisory responsibility

### QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Proficiency with MS Word
- Accurate keyboarding skills (60 w.p.m.)
- Knowledge of ESIS would be an asset
- Excellent interpersonal skills
- Initiative, tact and discretion

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