

2009
JUL 22 2009

OFFICE ADMINISTRATOR
(11 and 12 MONTH) #009

CUPE 2357 – Level 4

CORE FUNTION:

Under the general direction of the Head Secretary, the office administrator (11 and 12 month) provides administrative support services to administrators, teachers, the Head Secretary, students and parents.

MAIN DUTIES:

Administration:

- prepares and edits documents (ex. letters, exams, suspension forms, teacher evaluations)
- greets and directs visitors, students, parents, delivery personnel
- receives and directs incoming phone calls; takes messages
- processes incoming mail
- responds to inquiries
- answers calls from teachers in the classroom
- types monthly newsletter
- distributes parking passes, keys, bus passes, student information sheets, ID cards, etc.
- maintains locker lists
- distributes rooms for community use of facilities
- follows-up for return of textbooks and library fines
- administers first aid
- dispenses medication, in accordance with Board policy
- maintains information related to bus routes, passes, incident reports, boundaries, etc.
- inputs new student registration information
- types exams, schedules, announcements, etc.
- coordinates and distributes exams with the Head Secretary
- distributes mail and room keys
- assists with the operation of the photocopier, postage meter and fax machine
- prepares morning announcements
- receives and processes supply teachers
- maintains surveillance camera (i.e. changes the tape)
- maintains lost and found items

Attendance :

- inputs and retrieves student attendance
- signs students in and out

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- verifies student absence with parent/guardian
- prepares daily discrepancy reports and weekly homeroom sheets
- generates reports, as required
- provides teachers with a daily record of all attendance entries

Purchase Orders/Accounting

- generates purchase orders, as required
- checks deliveries
- follows-up on shortages or back orders
- generates payment requisitions
- does ATS ordering on database

ESIS

- records student data, as required (ex. attendance, updating of student records)
- generate report cards

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
- Keyboarding speed of 60 w.p.m.
- Proficiency in word processing
- Ability to organize and prioritize
- Good telephone manner
- Discretion, tact and diplomacy
- Ability to work independently

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