

OFFICE ADMINISTRATOR (Elementary) #004

CUPE 2357 – Level 5

CORE FUNCTION:

Under the direction of the Principal, the office administrator provides administrative services for the Principal and staff; acts as receptionist; maintains office records; orders school supplies; helps to enforce the safe schools policy; provides basic medical attention; and, performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Administrative services:

- word processes correspondence, newsletters, exams, etc.
- processes all incoming and outgoing mail
- drafts general correspondence for supervisor's review
- tracks teacher attendance and student movement in the school system
- completes monthly attendance reports
- completes reports related to accidents and use of school facilities
- arranges for school trips
- completes travel claims
- registers new students

Acts as school receptionist:

- greets and directs visitors to the school
- handles all telephone calls and directs appropriately
- provides information, as required
- schedules appointments
- handles transportation problems, either directly or by referral to the appropriate person

Maintains office records:

- provides maintenance of the report card system
- maintains confidential student records
- issues school bus passes
- updates budget information
- maintains petty cash
- compiles and submits various reports for administrative departments or the Ministry of Education
- reconciles statements

Orders school supplies:

- prepares purchase orders
- monitors goods received against those ordered and reconciles, as necessary
- maintains the school accounts
- distributes orders to staff

Assists with enforcing the Safe Schools Policy:

- ensures safe arrival and dismissal of students
- maintains the system of signing students and visitors in and out of the school
- records student attendance and follows up with phone calls home, for those who are absent
- administers first aid
- administers medication, if requested, in accordance with Board policy
- handles medical emergencies
- acts as a member of the School Crisis Team

Other:

- in schools with additional secretarial support due to increased enrolment, the Secretary assigns and monitors tasks for part-time staff, as requested
- plans and organizes, either alone, or as part of a Committee, school workshops and meetings

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
- Excellent organizational and interpersonal skills
- Keyboarding speed of 60 w.p.m.
- First Aid training would be an asset
- Tact, diplomacy and discretion
- Ability to work independently

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