

## OFFICE ADMINISTRATOR (Intermediate)

CUPE 2357 – Level 5

### CORE FUNCTION:

Under the direction of the Principal, the office administrator provides administrative support to the school's administration, staff and students; maintains student, report cards and scheduling databases; maintains school funds; registers new students; and performs other duties, as assigned by the supervisor.

### MAIN DUTIES:

Provides administrative support:

- word process correspondence, reports, forms, etc.
- greets visitors
- receives phone calls and handles directly or refers to the appropriate person
- processes incoming mail
- tracks attendance and phones home to check on absent students
- prepares daily attendance reports
- signs students in and out
- issues bus passes and resolves problems related thereto
- dispenses first aid
- dispenses medication in accordance with Board policy
- calls supply teachers
- prepares suspension documents
- supervises co-op students
- monitors students sent to the office for disciplinary reasons
- word processes accident reports
- prepares newsletters and inter-office memos
- coordinates student body assemblies and masses
- coordinates meetings between students and social services
- liaises with groups for use of school facilities
- prepares schedules
- prepares material for school opening
- up-dates school profile
- prepares purchase orders and distributes material, when received and follows-up on incorrect or incomplete orders
- prepares order for yearly automated tendering system
- maintains files
- issues and follows-up on student information sheets
- coordinates yearly feeder school visits

Maintains databases:

- maintains data used for grants
- tracks student entry/withdrawal records
- tracks medical history (ex. epipens)
- maintains records related to guardianship, citizenship
- maintains Ontario Student Records
- maintains attendance records
- maintains schedules of staff and students
- enters and maintains report card information
- prints report cards

Maintains school funds:

- maintains school budget
- maintains petty cash
- does banking

Registers new students

- ensures all documentation is completed and receives (ex. birth certificate, immunization information, citizenship information, etc.)
- enter data into system and maintains it, as required
- opens and maintains student's file

Performs other duties, as assigned by the supervisor

**SUPERVISION OF STAFF:**

There is no supervisory responsibility

**QUALIFICATIONS:**

- Secondary school graduation
- 1 year Community college diploma in a related field
- 3 years of related experience
- Proficiency in MS Word and other software programs, ex. Quicken, ATS, Excel, Power Point, Publisher, etc.
- Excellent oral, written and interpersonal skills
- Initiative, tact, judgement and discretion
- Ability to work as a member of a team

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