



Administrative Assistant Job Description

General Accountability

This position is accountable for providing administrative support to the office of the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor. The Administrative Assistant is responsible for Accounts Receivable.

The Administrative Assistant is expected to perform duties independently, as well as part of the administrative team, and requires a high degree of confidentiality. The performance of these duties will be in accordance with government and Division policies and procedures.

The Administrative Assistant provides confidential support services to the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor. The Administrative Assistant must establish and maintain a close working relationship with the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor.

Controls on Freedom to Act

The Administrative Assistant functions under the direction of the Superintendent/CEO. The Administrative Assistant must be able to meet strict deadlines and work independently under pressure.

Contacts

The Administrative Assistant has considerable contact with the maintenance crew, the bus drivers, the clinicians and the schools of Park West School Division.

Specific Duties and Accountability

- Provides administrative support to the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor in a confidential, professional, and competent manner.
- Receives correspondence directed to the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor, and redirects where appropriate.
- Prepares correspondence and reports as required for the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor.
- Arranges conference registrations, travel and accommodations for the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor.



- Maintains and communicates an appropriate calendar of meetings, seminars, and conferences for the Maintenance Supervisor, Transportation Supervisor, Student Services Coordinator, and Divisional Counselor.
- Assists in preparation for workshops, in-services, and meetings.
- Supports the Maintenance Supervisor, Transportation Supervisor, and Student Services Coordinator with staffing including job advertisements, processing applications, interview scheduling, staffing letters, and maintaining the sub-EA list.
- Maintains personnel files for maintenance, transportation and student services personnel.
- Acts as the contact person/on call person when the Transportation Supervisor or Maintenance Supervisor are unavailable.
- Prepares yearly bus driver binders and forms.
- Assists in organizing all aspects of professional development training session as required for the maintenance, transportation and student services department.
- Assists in vision and hearing program
- Coordinates the URIS documentation for the division including the creation of files and sending information for proper authorization.
- Performs a variety of financial functions for the finance department.
- May assist other senior management staff.
- Performs other duties as may be assigned.