



Student Services Administrative Assistant Administrative Procedure 2.B.135

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: December 2003

Date Amended: December 2005, October 2006, April 2012, May 2014, July 2016, December 2024

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Student Services Secretary is responsible for the confidential administrative duties to the Student Services Department under the direction of the Executive Assistant to the Superintendent and the Board. This individual operates as part of the Education Support Centre office team to provide efficient and effective service for Senior Administration and to the school division. The Education Support Centre team operates under the daily direction of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES

1. Provide clerical support for the Learning Coordinator, Clinicians and Consultants.
2. Communicates and prepares for meetings and workshop for Student Services.
3. Maintain general records including FIPPA requests.
4. Maintain records and retains student and clinician documents as per pupil file guidelines.
5. Maintain and track archived files (Cumulative, attendance, etc.)
6. Maintain all records for student services such as: Health Care Plans, clinician reports.
7. In working with Safety Officer, maintain records of lockdown drills, Emergency Response Plans
8. Work with schools on various initiatives.
9. Provide support for events, professional development and training opportunities.

SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills.
- Strong organizational skills.

- Demonstrated data entry skills with a great attention to detail and accuracy.
- Ability to prioritize and manage time to ensure deadlines are met.
- Strong computer skills and experience working with accounting software applications, Word, and Excel.

EMPLOYMENT REQUIREMENTS

- Diploma in a recognized administrative assistant program (or equal combination of academic and practical experience).
- Minimum of two (2) years related experience.