



Education Support Centre Administrative Assistant Administrative Procedure 2.B.35

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 Education Support Centre Administrative Assistant is responsible for the confidential administrative assistant duties and works under the supervision of the Executive Assistant to the Superintendent and Board. This person operates as part of the Education Support Centre office team that provides efficient and effective service within the office as well as service to the school division. The Education Support Centre Division office Team operates under the daily direction of the Secretary-Treasurer.

RESPONSIBILITIES AND DUTIES

Education Support Centre Administrative Assistant

1. Serve as the receptionist in an inviting and pleasant manner to visitors/callers to the Education Support Centre and direct inquiries to appropriate personnel.
2. Maintain an efficient and effective telephone system and to maintain the office kitchen.
3. Responsible for managing bookings of Education Support Centre Board Room.
4. Acknowledge staff illnesses, losses or births and sends retirement/resignation gifts as per Board policy.
5. Orders name plates, business cards and office supplies (including kitchen and PD supplies).
6. Maintain the office postage machine with software updates, funds, and printing supplies.
7. Deliver mail to the Post Office daily, pick up mail and distribute.
8. Complete bank deposits.
9. Updates the Division website with information regarding Division and School events and checks the Division email on a daily to weekly basis.
10. Create graphic designs when requested.

11. Create and post approved social media postings.
12. Work with schools on various initiatives, such as the standardization of information across the division. (Initiatives to be further defined).
13. Provide support for division events, professional development and training opportunities.

HR Support

1. Maintain complete employee files.
2. Receive applications for substitutes and prepare and distribute a substitute list as required.
3. Prepare, maintain, and distribute seniority lists.
4. Prepare and maintain long time employee service list.
5. Receive Child Abuse and Criminal Record checks, report questionable reports to Senior Administration and maintain on file.
6. Prepare and distribute all new teacher contracts.
7. Generate and distribute a directory of all staff and update as required.
8. Prepare advertisements/postings for all staff.
9. Receive, verify, and distribute all hiring forms, resignations/retirement letter and any other personnel related correspondence for all staff.
10. Prepare and keep files of all layoffs and recall letters.

Substitute Calling Backup

1. Respond to Teacher Leave – Substitute booking requests from end of Substitute Booking Clerk shift to end of Education Support Centre Administrative Assistant shift.

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.
- Training and/or experience with graphic design software.

EMPLOYMENT REQUIREMENTS

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