



**School Administrative Assistant – Student Services
School Administration**

Title

School Administrative Assistant –Student Services - School Administration

Scope of Responsibilities

A School Administrative Assistant –Student Services in the Halifax Regional Centre for Education shall provide the required secretarial/clerical support to Student Services in all aspects of its day to day operations. The Student Services Administrative Assistant supports the School Psychologist, Speech Language Pathologist, and Social Worker and must display a high degree of professionalism, confidentiality and diplomacy in dealing with the school community, staff and outside agencies. Working collaboratively within this team environment, the Student Services Administrative Assistant reports directly to the School Principal.

Competencies Required

A School Administrative Assistant -Student Services in the Halifax Regional Centre for Education shall have the following competencies:

- (a) A demonstrated commitment to client service;
- (b) The ability to take initiative and work both independently and in a team environment;
- (c) The ability to demonstrate positive interpersonal skills in dealing with the school community, staff and outside agencies;
- (d) The ability to effectively perform a wide range of secretarial/clerical duties including records management, preparation of reports and documentation processes within the student services site office environment;
- (e) The ability and willingness to utilize and adapt to current and changing technologies as required at the site including, but not limited to, accounting software and student information systems;
- (f) The ability to multi-task and prioritize;
- (g) The ability to accept increasing responsibility as delegated by the Principal;
- (h) The ability to demonstrate accuracy while performing a variety of secretarial tasks including data entry, the management of records and preparation of reports;
- (i) The ability to effectively adapt to changing situations within the workplace;
- (j) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents/guardians, community members and external groups such as government agencies;
- (k) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (l) The ability to maintain and promote confidentiality;
- (m) The desire and ability to engage in continuing education and professional development.

Qualifications

- a) Completion of a diploma/certificate program from a recognized institution in Office Administration/Management, Secretarial Science, or an acceptable equivalent obtained through relevant job training and experience;
- b) Training and/or experience in a computerized office environment utilizing an advanced computer system with proficiency in Microsoft Word, Excel, dbase, FrontPage and the Internet;
- c) Experience and/or willingness and ability to acquire skills in micro-cassette transcription.

Specific Job Components

The School Administrative Assistant - Student Services in the Halifax Regional Centre for Education shall perform those tasks assigned by the School Principal or designate. These tasks may vary, from time to time, with the evolution of the organization and may include, but not be limited to the following:

- a) Provide secretarial and clerical support in the day to day operations of the Student Services team;
- b) Provide receptionist services for the Student Services team;
- c) Respond to inquiries from parents, students, outside agencies and the general public as required;
- d) Accurately transcribe reports utilizing a micro-cassette device;
- e) Utilize current technology in the schools such as the internet, Virtual Personal Network and e-mail;
- f) Maintain an effective bookkeeping system for financial transactions as assigned by the Principal;
- g) Maintain time and attendance records for all Student Services' staff;
- h) Maintain the student information system as required;
- i) Complete and submit required documentation or electronic data as requested by school administration;
- j) Other duties as required.