



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Administrative Assistant 2
Department	Administration
Location	Assigned School
Reports to	School Administrator(s)

GENERAL DESCRIPTION

Reporting to the school administrator(s) the Administrative Assistant 2 Performs administrative, secretarial, basic accounting and cashiering, reception and clerical services in a confidential environment within a school or district office.

TYPICAL DUTIES

- Trains and orients employees on departmental procedures and regulations.
- Gives advice and guidance to other employees.
- Coordinates departmental activities with district and school staff.
- Performs receptionist duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
- Composes and types letters, memos, forms, financial reports, office procedures and other documents. Maintains records and files.
- Assists with school start-up and year-end procedures including textbook distribution, awards and transition programs, ministry forms, prepares and enters transcript data.
- Schedules appointments and meetings. Arranges travel.
- Assists with organizing meetings, events and field trips.
- Maintains and orders office and stationary supplies, materials, learning resources and equipment. Monitors maintenance requisitions.
- Records and files minutes and proceedings for staff and committee meetings.
- Ensures maintenance of telephone/voicemail system.
- Monitors school/departmental budgets.
- Performs basic accounting and cashiering duties.

- Maintains staff attendance records including for on-call staff and monitors completion of time sheets.
- Maintains student records. Enters data, generates attendance records and reports.
- Performs new student registrations, confirming paperwork is complete. Updates student information system.
- Maintains department/school website, calendar, bulletin board and web forms.
- Opens and distributes incoming mail, faxes and courier items.
- Operates and ensures office equipment is kept in good repair. Processes and monitors maintenance requisitions.
- Answers enquiries from parents, students and ministry relating to administration, data management and students.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 12
- Office administration program (equivalent to one year of post secondary education)
- Three years office administration experience

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
FOR CUPE:		<i>Title</i>	CUPE JEMC Representative