



**School Based Administrative Assistant
School Administration
Halifax Regional Centre for Education**

Title

School Based Administrative Assistant – School Administration

Scope of Responsibilities

A School Based Administrative Assistant in the Halifax Regional Centre for Education shall provide the required administrative support to the school in all aspects of its day to day operations. A School Based Administrative Assistant works in a team-based environment and displays a high degree of professionalism and diplomacy in dealing with the general public, students, staff, volunteers and outside agencies. Consistent with Department of Education and Early Childhood Development and Halifax Regional Centre for Education policies, the Administrative Assistant Secretary will work within an established accountability framework to ensure maximum results are achieved in delivering support services to schools. Working collaboratively within the school, the Administrative Assistant will demonstrate a strong commitment to school improvement, and will report directly to the School Principal.

Competencies Required

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

- (a) A demonstrated commitment to client service;
- (b) The ability to work effectively in a team environment;
- (c) The ability to demonstrate positive interpersonal skills in dealing with the students, school community, staff and outside agencies;
- (d) The ability to effectively perform a wide range of administrative tasks including records management, preparation of reports and documentation processes within the school 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 multitask and prioritize;
- (g) The ability to accept increasing responsibility as delegated by the Principal;
- (h) The ability to effectively adapt to changes within the workplace;
- (i) 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;
- (j) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (k) The ability to maintain and promote confidentiality as the norm;
- (l) 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) Minimum two years recent experience in a fast-paced office environment utilizing an advanced computer system with proficiency in word processing, spreadsheets and databases;
- c) Willingness to train in job-related software programs including an advanced Student Information System, accounting software and website maintenance required.

Specific Job Components

The School Based Administrative Assistant 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 administrative support in the day to day operations of the school;
- b) Assist in the student registration process as required;
- c) Provide receptionist services to staff, students, and general public;
- d) Respond to inquiries from parents/guardians, students and general public;
- e) Utilize current technology in the schools such as the internet and e-mail;
- f) Maintain an effective bookkeeping system for financial transactions as assigned by Principal;
- g) Maintain time and attendance records for all school-based staff;
- h) Maintain the student information system as required;
- i) Complete and submit required documentation or electronic data as requested by school administration;
- j) Assist the school administrative team during emergency/medical situations;
- k) Other duties as required.