

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **OFFICE ASSISTANT**

**Policy Reference: EL-1.2**

**Reviewed: March 11, 2014**

#### **Duties of the Office Assistant**

Works under the direction and supervision of the Secretary-Treasurer.

#### **RESPONSIBILITIES and DUTIES**

##### **1.0 Act as office receptionist:**

- 1.1 Answer telephones, respond to as many phone requests as possible, relay information and/or transfer calls or requests for information to appropriate individual; record and pass on messages.
- 1.2 Greet visitors, offer coffee/tea, hang outerwear; announce and direct visitors to appropriate individual.
- 1.3 Complete photocopies as requested by walk-in customers.
- 1.4 Pick-up mail from post office each afternoon, open, date stamp, sort and route mail internally; pick up bus parcels when notified by depot.
- 1.5 Open, date stamp, sort and route inter-school mail or dropped off mail (by individuals or couriers).
- 1.6 Prepare outgoing mail for post office (and deliver every afternoon when picking up daily mail), prepare courier or inter-school delivery by staff.
- 1.7 Note whereabouts of office staff when out of office.
- 1.8 Take remittances to Credit Union on appropriate day.

##### **2.0 Assist with Board Meeting preparation:**

- 2.1 Photocopy, collate and staple information.
- 2.2 Prepare packages for mailing to trustees and appropriate office staff no later than the Wednesday (by 4:00 p.m.) preceding the Board meeting.

##### **3.0 Assist with office organization:**

- 3.1 Schedule meetings for Board room, and other meeting rooms. Order and pickup lunches as requested for meetings e.g. Board meetings and other Professional Development meetings.
- 3.2 Make coffee for Board meetings and special meetings held during the day, replenish coffee and coffee supplies as required.
- 3.3 Clean up as needed.
- 3.4 Order and stock office supplies as required.
- 3.5 Complete bulk paper order.

#### **4.0 Resources and Licensing Support:**

- 4.1 Process, issue and track all testing material.
- 4.2 Procure and prepare complimentary materials for presentation as requested by Superintendent/CEO and Assistant Superintendent.
- 4.3 Work with schools to evaluate and obtain best Public Performance Rights (PPR) license for films and music use in the schools.
- 4.4 Provide staff with updates re: copyright license.
- 4.5 Review, track and send PPR forms to the licensee.
- 4.6 Acquire books and prepare for the “Books for Babies” campaign.
- 4.7 Order resources for Superintendent/CEO as requested.

#### **5.0 Clerical Support:**

- 5.1 Laminating, bookbinding, photocopying, and scanning as requested by teachers and division office staff, including Recreation Director.
- 5.2 Provide support to the Senior Administration as requested. i.e. copying, phoning, collating.
- 5.3 Update and distribute Standard Reading Assessment (SRA) binders.
- 5.4 Organize materials for professional development days.
- 5.5 EIS support for Secretary-Treasurer.

#### **6.0 Technology Support:**

- 6.1 Maintain and update the divisional webpage as well as all of the school webpages. Communicate with schools on a regular basis to ensure that the information is the most current information available. Remove all dated information.
- 6.2 Support technology by maintaining and updating user account information.
- 6.3 Maintain and update bus routing software.

#### **7.0 Other duties as assigned**