

POSITION DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

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Reporting to the Superintendent and the Secretary-Treasurer of Turtle Mountain School Division, the Administrative Assistant is a junior clerical position responsible for providing administrative support to the Division Board Office management team by performing the responsibilities listed below.

POSITION RESPONSIBILITIES:

1. Prepare correspondence in final copy, on a computer based word processing system for management's signature, type correspondence prepared by the management, in final copy, for the signature;
2. Type and distribute minutes of various meetings, research specific educational topics as requested by management;
3. Contact educational institutions, organizations, government agencies and private businesses by phone, fax or other medium, as requested by management;
4. Maintain a systematic filing system for all correspondence and office records, correspondence arising from Board meetings which include the agenda, minutes, motions, reports and any other special reports that arise from these meetings;
5. Responsible for the primary answer of all incoming calls, manage voice mail and telephone system, ensure messages are received by managers in a timely manner;
6. Open all incoming mail and distribute the mail within the office;
7. Assist with the distribution of monthly calendars depicting school operational holidays and meeting days of significance, perform general office duties such as copying, preparation of the Board room and meeting the public and schedule the utilization of the Divisional Board room;
8. Assist in arranging meetings, appointments, travel arrangements and office schedules; and assist administrators/specialists/clinicians in organizing their office procedures and filing systems to synchronize with the main structure;

9. Provide election support services to the Secretary-Treasurer all necessary correspondence and to perform other related duties in regard to School Board elections, within the Division;
10. Coordinate special projects as requested by the Management and perform other related duties;
11. Assist with vacation coverage duties at the Accounts payable and Payroll Desks;
12. Participate in professional development activities;
13. Provide recommendations for enhancement of the division website. Ensure current publications are sent to webmaster;
14. Coordinate the regular publication of board Highlights by collecting articles for publication.
15. Maintain the filing system for student cumulative files held in the Division Office.