

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: ADMINISTRATIVE ASSISTANT – STUDENT SUPPORT SERVICES

Page 1 of 5

QUALIFICATIONS:

1. Secondary school graduation and completion of a 1 year program in Office Administration or equivalent experience.
2. Ability to type a minimum of 60 words per minute.
3. Minimum of five years in a secretarial position.
4. Working knowledge of bookkeeping/financial procedures.
5. Advanced knowledge of relevant software programs, including the ability to import/export data between programs (Windows, First Class, Word, Excel, Access) and knowledge in or ability to learn student information systems (i.e., BCeSIS/IEP Central/FileMaker Pro) as it relates to student demographics, attendance, individual education plans, and special needs designation tracking data.
6. Ability to independently operate and learn scoring assist and computer writer programs and troubleshoot as necessary.
7. Ability to plan, organize and establish office procedures and prioritize the work of the office by using knowledge of typical school cycles to predict upcoming workloads and deadlines without supervision.
8. Ability to perform diversified tasks with constant interruptions without supervision and to work efficiently and expeditiously with a high level of accuracy.
9. Excellent knowledge of business English, spelling, grammar, punctuation, and general office practices, as well as the ability to quickly learn the technical language & terminology across multiple disciplines (i.e., psychology, speech-language pathology, occupational therapy, physical therapy, etc.).
10. Ability to work as a team member and establish effective working relationships with administrators, teachers, students, parents, multi-disciplinary district staff and professionals in inter-ministerial areas.
11. Ability to use judgment regarding the dissemination and sharing of highly confidential information and direct individuals to the appropriate resources/services/professionals.
12. Working knowledge of Ministry requirements for data collection, school funding, exam adjudication and district/school reporting processes.
13. Ability to research, analyze and work with administration to establish best practices in information/file and systems management as well as database applications related to electronic storage and retrieval of student file documents.

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: ADMINISTRATIVE ASSISTANT – STUDENT SUPPORT SERVICES

Page 2 of 5

14. Ability to manage complex information systems for more than 2200 students requiring special needs services.
15. Ability to get along well with people and to use tact, diplomacy, persuasion and human relation skills to influence others and to resolve problems or obtain services.
16. Accountability for the care, accuracy and attention to detail in all aspects of work and satisfactory provision of service.
17. Ability to operate and perform basic troubleshooting on all office machines and equipment.
18. Knowledgeable about relevant WCB regulations and safe work practices necessary in a school/office environment.
19. Possesses or is capable of attaining Level 1 First Aid Certification.
20. Holder of a valid British Columbia driver's license.

RESPONSIBLE TO: Principal/Vice-Principal

SUPERVISES: N/A

JOB GOAL:

To assist and relieve the principal/vice-principal of administrative detail in order that they may devote maximum attention to Student Support Services administration. This position includes considerable variety and complexity in which the incumbent is responsible for organizing and directing the operations of the **Student Support Services Assessment Centre**. A current working knowledge of school, district and ministry policies, financial funding and procedures is required. Work is performed with minimal supervision and a high degree of independent judgment and action dealing with a variety of assignments and situations. The incumbent exercises courtesy, discretion, and diplomacy in explaining and interpreting school rules, policies and procedures and in supplying information and assistance to staff, students, parents and the public. Considerable judgment and independence are required to perform most duties.

PERFORMANCE RESPONSIBILITIES:

1. Runs and plans the work of the Assessment Centre.
2. Composes and types a variety of letters, memos, forms, data sheets and finalizes comprehensive psycho-educational and speech-language reports.
3. Processes and documents all multi-disciplinary referrals (psycho-educational, speech-language, occupational therapy and physical therapy) and forwards to appropriate staff. Ensures that proper 'release of information' and 'consent forms' are signed. When necessary, follows-up with outside agencies, doctors/paedtricians, etc., to obtain reports/medical records to assist staff in the student assessment process.

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: ADMINISTRATIVE ASSISTANT – STUDENT SUPPORT SERVICES

Page 3 of 5

4. Provides secretarial services to contracted psychologists as required and monitors the outside assessment budget.
5. Maintains and monitors the psycho-educational student referral database and school assessment priority lists. Follow-ups with district staff to secure any missing referral documentation.
6. Schedules all psycho-educational and autism spectrum disorder student testing appointments and report debriefs for psychologists liaising with parents/guardians, school personnel and the Ministry of Children and Families.
7. Manages and ensure the accurate operation of computer-scoring programs (17 +) used by multiple disciplines to compile data used in the student assessment process.
8. Maintains supporting documentation, in approx. 2200 student files, critical to accurate special needs designation reporting to the Ministry of Education for funding purposes.
9. Liaises with staff from Queen Alexandra Centre for Children’s Health regarding autism referrals through the B.C. Autism Assessment Network (BCAAN). Sends monthly report to BCAAN of assessments completed to date. Tracks ‘fee for service’ yearly contract and provides statistical data for annual report.
10. Maintains and analyzes information systems, and when necessary, provides input to principal in the development of sustainable procedures and standard practices.
11. Purchases assessment supplies, protocols, therapy/resource materials, testing kits, scoring software, etc. for all disciplines and keeps an up-to-date inventory list.
12. Checks invoices and supplies when received and notifies vendor of any discrepancies. Types miscellaneous cheque vouchers as required. Reconciles district MasterCard, monthly.
13. Monitors budget allocation for assessment, speech language and counselling staff.
14. Liaises with students, staff, community and various school district departments communicating any potential problems to the principal or vice principal. Respects the confidentiality of all correspondence and discussions and makes sophisticated judgments in areas where there are potentially serious legal/ethical ramifications.
15. Schedules, prepares agendas, and acts as recording secretary for staff and committee meetings; as required by the principal.
16. Participates in Student Services District Screening Committee and assists with documentation follow-up in order to ensure timely service delivery to special needs students.
17. Makes arrangements for in-service programs.
18. Operates and is responsible for the efficient operation of all office machines.

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: ADMINISTRATIVE ASSISTANT – STUDENT SUPPORT SERVICES
Page 4 of 5

TERMS OF EMPLOYMENT: 10-month year

TITLE: ADMINISTRATIVE ASSISTANT – STUDENT SUPPORT SERVICES

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: ADMINISTRATIVE ASSISTANT – STUDENT SUPPORT SERVICES
 Page 5 of 5

EVALUATION

DATE: February 12, 2014

JOB TITLE: Administrative Assistant – Student Support Services

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional programme of up to one year or equivalent.
2. Experience	8	120	Five years and over.
3. Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4. Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5. Physical Effort	2	12	Light activity of intermediate duration; or Medium activity of short duration.
6. Dexterity	5	30	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a major consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
11. Disagreeable Conditions	2	20	Minor conditions with occasional exposure; OR Major conditions with little exposure.
TOTAL POINTS		428	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

 Date Signed: _____

 Date Signed: _____