
POSITION: Office Administrator

SUPERVISOR: Principal

Revised March, 2015

POSITION FOCUS

Under the direction and supervision of the Principal, the Office Administrator is a highly organized, self-managing individual who demonstrates the ability to multi-task within a fast-paced office environment. As a knowledgeable employee, responsibilities are effectively managed to achieve school and jurisdiction priorities. This position will work closely with students, parents, staff, the community, Division Office, Maintenance and Transportation Departments. The scope of the position is influenced by school enrolment, staff numbers, school administration and diversity of programs.

POSITION EXPECTATIONS

General Employee Expectations

1. Provide a high standard of professional performance.
2. Serve as a positive role model and team member.
3. Adhere to confidentiality and ethical guidelines.
4. Engage in ongoing professional learning.
5. Recognize they are employed in a position of trust and have a responsibility to act accordingly

Financial Management

1. Maintain and review site-based financial records, ensuring accuracy in accordance with generally acceptable accounting principles, public sector account standards, and District practices and policies (accounts payable/receivable and purchase orders).
2. Under the direction of the Principal, manage and distribute school budgets, including extracurricular and CTS revenues/expenses, where applicable.
3. Under the direction of the Principal, manage the collection of school fees.
4. Receive and record athletic fees, field trip fees, fund raising monies and other financial revenues coming to the school.
5. Record and track accounts payable for school generated funds.
6. Reconcile staff Visa accounts and month end bank and school accounts.
7. Manage petty cash account, where applicable.
8. Support the Division internal audit process of school finances.
9. Provide accurate financial information monthly to school administration and Division Office.

Data Management

1. Ensure the quality and accuracy of the Student Information System (demographics, emergency contact information, enrollment, attendance, grades, coding of grants, residency/citizenship and medical/custody considerations).

2. Generate reports from Student Information System.
3. Contribute to the maintenance of the master and student timetables, where applicable.
4. Manage all aspects of the student cumulative files.

Office Administration

1. Provide support to administration (produce records and reports, coordinate meetings within the school, arrange for collection and distribution of school information).
2. Ensure accurate attendance of students.
3. Reconcile staff attendance; consult with school administration and Division Office regarding staff absences and coding inquiries/discrepancies.
4. Identify the percentage breakdown of teaching assignments.
5. Under the direction of the Principal, facilitate the completion of support staff schedules within the allocations provided by Employee Services.
6. Order, organize and distribute office and school supplies.
7. Request equipment repair, as required.
8. Supervise office staff, where applicable.
9. Perform other related duties, as required.

School-Based Teamwork

1. Under the direction of administration, communicate with parents, staff and the educational community to facilitate the efficient operation of the school.
2. Demonstrate the initiative and independence of action appropriate to the role of the Office Administrator.

Professional Responsibilities

1. As a person of first contact, act as the professional ambassador to the school and Division.
2. Support the safety of students, staff and the school work environment.
3. Commit to the Division's professional learning community through continuous learning.

QUALIFICATIONS

Preference will be given to individuals who have completed a post-secondary diploma or certificate in accounting/office administration, or a combination of training and related experience; the ability to work effectively with others is mandatory; knowledge of basic First Aid is beneficial.