

## Administrative Assistant I- SFS/RCSD



**Position/Title:** Administrative Assistant **Dept./School:** RCSD/Supports for Students  
**Pay Grade:** 6

**Reports to:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Incumbent:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

### Function and Purpose of Position

This position will support the work of both the Regional Collaborative Service Delivery (RCSD) Low Incidence Team and the Supports for Students department (SFS). SFS has several sub-departments, each with a Director. All SFS sub-departments report to the Associate Superintendent, SFS.

<b>Activity A: Secretarial Support</b>	<b>45%</b>
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#### Supports for Students

- Per AB Education protocol, receive, record and process requests from schools for PAT and Diploma accommodations, process and distribute letters from Associate Superintendent, SFS
- Receive, record, distribute and return Diploma Exams per AB Education Exam Administration Protocol
- Provide support for district Off Campus Education coordinator
- Administrate district programs: Eye-See-Learn Program, Oil Kings Reading Program, Grade 1 Book Program, Arbor Day Program (EIPS rural schools)
- Provide administrative assistant support for Young Authors' and Young Scientists' Conferences
- Provide administrative assistant support for Professional Learning sessions and days
- Cooperative Activity Projects - receive and monitor, liaise with applicant and governing post-secondary institution – maintain record of approved/denied projects for Associate Superintendent, Supports for Students, communicate upcoming surveys to Principals of requested schools
- Tracking National and International Field Trips - backup
- Administrative assistant support for Inclusive/Early Learning and other SFS departments as assigned
- English as a Second Language (ESL) process - receive applications from schools, identify and confirm eligibility using Powerschool/ PASI, communicate with schools regarding correct code to use, process appropriate reports to confirm changes
- Enter Help Desk requests from SFS & RCSD staff to SysAid - liaise with Learning Technologies for resolution to issues, track in system

#### RCSD Low Incidence Team

- Ordering, tracking and management of educational materials and resources
- Formatting, proofreading and distribution of reports
- Maintain and update list of RCSD school contacts and their disciplines

(Job Template - January 27, 2004)

## Administrative Assistant I- SFS/RCSD

- Maintain and update list of RCSD parents
- Process and distribute letters from physicians and parental consent letters per Low Incidence Team member requests
- Processing of referrals and re-referrals to RCSD Low Incidence Team members
- Expense reconciliation
- Time accounting
- Calendar access and contact with schools
- Create forms as required
- Assist with travel plans
- Ordering office supplies

<b>Activity B:</b>	<b>Budget</b>	<b>_30_ %</b>
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### RCSD Low Incidence Team

- Administrate receipts / bills and invoices
- Prepare and analyze RIS reports
- Analyze expenditures and costs
- Assist in preparation of budget documents and revisions
- Advise, record and report budget income and expenditures to staff upon request
- Review and compare records to month end RIS, code and initiate payment
- Investigate discrepancies and make appropriate adjustments
- Process reports to advise of expenditures
- Process employee expense claims
- Monitor and process monthly purchase card reports

<b>Activity C:</b>	<b>Payroll and Personnel Administration</b>	<b>_20_ %</b>
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### RCSD Low Incidence Team

- Administrate payroll for Low Incidence Team
- Advise HR of personnel changes, prepare appropriate forms
- Maintain policy and procedures related to personnel issues
- Prepare time sheets
- Initiate payroll entries in RIS per Payroll entry deadlines and procedures
- Liaise with payroll department to ensure accuracy of reporting process

### Supports for Students

- Provide payroll backup for SFS data entry staff

<b>Activity D:</b>	<b>Other Responsibilities</b>	<b>_5_ %</b>
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- Reception duty / assist in greeting the public/ answer telephones and direct calls, inquiries and correspondence to the appropriate person - scheduled one day per week and as required

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**Activity E:** \_\_\_\_\_%

**Activity: Other Duties:** \_\_\_\_\_%

### EDUCATION AND EXPERIENCE

- a. High School Diploma, supplemented by related courses
- b. One year program (e.g., secretarial, business administration, accounting) or successful completion of in-house courses related to RIS, SIS & Microsoft Office
- c. Intermediate computer Skills - Word, Excel, RIS
- d. Excellent oral and written communication skills
- e. Excellent interpersonal skills
- f. Excellent organizational and time management skills

### KNOWLEDGE, SKILLS AND ATTITUDES

- Good computer skills
- Good interpersonal skills
- Good organizational and time management skills

### DECISION MAKING

1. Complete payroll - being aware of Payroll deadlines and staff schedules
2. Initiate contact with school authorities with respect to referrals
3. Monitor budget in RIS
4. Create forms for RCSD Consultants
5. Budget support as assigned
6. Timing of communications with various stakeholders

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### WORKING WITH OTHERS

Contacts:

- Employees in the same department/school
- Employees in another department/school/school division
- Consultants/Medical staff/parents

### PHYSICAL DEMANDS

Some sitting, standing, moving, lifting and bending (or a combination of these movements) and some physical effort required. Computer work will be the most frequent activity performed.

### WORKING CONDITIONS

Work is located in a comfortable area with little exposure to unpleasant conditions and little physical discomfort. There are frequent interruptions.

### ADDITIONAL INFORMATION

RCSD Low Incidence Team: Ability to work with multiple school authorities, anticipate timelines, and be able to adapt systems and procedures as needs are identified.

SFS Department: Willingness and desire to assist in emergent projects as they develop throughout the year; adaptability, ability to work with diverse groups of staff.