

**Teme Augama Anishinabek
Job Description**

Position School Administrative Assistant

Department Education

Position Reports To Principal

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

Reception and Communication – 30%

The School Administrative Assistant provides administrative, clerical, and reception support for the Laura McKenzie Learning Centre. Serving as the first point of contact for students, families, staff, and visitors, creating a welcoming and professional environment within the Laura McKenzie Learning Centre. This includes answering and directing telephone calls, responding to emails and inquiries, providing information, and ensuring effective communication between the school and its stakeholders. The School Administrative Assistant helps maintain an organized, welcoming, and efficient school environment. The position assists with preparing and distributing school notices, newsletters, announcements, updating social media, and other communications, while promoting a positive learning environment that reflects the values and culture of Teme Augama Anishinabek.

Administrative Support (25%)

The School Administrative Assistant provides comprehensive administrative and clerical support to the Principal and school staff. Responsibilities include preparing correspondence, reports, forms, meeting agendas, and other documents; maintaining electronic and paper filing systems; scheduling meetings and appointments; managing calendars; ordering school and office supplies; maintain inventory; recording meeting minutes; and coordinating incoming and outgoing mail, courier services, and deliveries. The incumbent ensures the efficient day-to-day operation of the school office through effective organization and attention to detail.

School Operations and Event Coordination (15%)

The School Administrative Assistant supports the planning and coordination of school activities, cultural events, field trips, and community engagement initiatives. This includes maintaining school calendars, coordinating room bookings, preparing required documentation, assisting with transportation arrangements, and supporting emergency procedures and communication protocols. The incumbent contributes to the successful delivery of school programs and events that enhance student learning and community involvement.

Financial and Office Administration (15%)

The School Administrative Assistant assists with basic financial and office administration functions, including processing purchase orders, invoices, receipts, and petty cash transactions in accordance with established policies and procedures. The incumbent helps maintain accurate financial records, monitors office supply inventories, coordinates purchasing requests, and supports the tracking of school resources and equipment to ensure operational efficiency.

Student Records and Attendance Management (10%)

The School Administrative Assistant is responsible for maintaining accurate and confidential student records in accordance with applicable privacy legislation, policies, and procedures. Duties include recording and monitoring daily attendance, preparing attendance reports, maintaining student demographic and emergency contact information, and supporting student registrations, transfers, withdrawals, and records requests. The incumbent ensures all student information is current, secure, and accessible to authorized personnel.

Professional Responsibilities and Other Duties (5%)

The School Administrative Assistant maintains strict confidentiality and demonstrates professionalism, integrity, and respect in all interactions. The incumbent participates in professional development opportunities, supports a positive and inclusive school culture, and performs other related duties as assigned by the Principal, Education Manager, or designate. The position requires a commitment to supporting the mission, vision, and values of the Laura McKenzie Learning Centre and Teme Augama Anishinabek. The School Administrative Assistant provides supervision support during recess, lunch and other times as assigned. The incumbent assists students with basic needs, illness, late arrivals, and departures. The School Administrative Assistant supports a welcoming, safe, respectful Student Support.

Qualifications

Education and Experience

Diploma in Office Administration, Business Administration, Education Administration, or a related field. Minimum two (2) years of administrative experience in an office environment. Experience working with students, families, educational institutions, Indigenous organizations, or community-based programs is considered an asset. Experience maintaining confidential records and coordinating multiple administrative priorities.

Certifications, Licences and Requirements

Satisfactory Criminal Record Check with Vulnerable Sector Search. Valid Ontario Class G Driver's Licence. Ability to travel occasionally as required

Physical and Sensory Demands

The position requires extended periods of computer use, data entry, document preparation, and record management. Frequent sitting, standing, walking, filing, lifting office materials, and attention to detail are required. The role involves regular interruptions, competing priorities, and the need to maintain concentration while handling confidential information.

Work Environment

Work is performed primarily in an office environment with regular interaction with students, families, community members, educational institutions, service providers, and organizational employees. The position requires maintaining professionalism, confidentiality, and responsiveness in a busy environment with multiple priorities and deadlines. Occasional travel within the community and to educational institutions may be required. Other duties consistent with the position may be assigned.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____