Employment Opportunity

Public Schools Branch

Equal Opportunity Employer

SCHOOL ADMINISSTRATIVE ASSISTANT (LEVEL 12)
PERMANENT LOCATION – CARDIGAN CONSOLIDATED

Commencing August 25, 2017

1. **POSTING OPEN TO PRESENT UNIONIZED EMPLOYEES OF CUPE LOCAL 1770.**
2. **POSTING OPEN TO OTHER CUPE LOCALS.**
3. **POSTING OPEN TO RELIEF / SUBSTITUTE EMPLOYEES AND THE PUBLIC - MAY APPLY AT SAME TIME BUT WILL ONLY BE CONSIDERED AFTER UNIONIZED EMPLOYEES.**

The purpose of this position is to provide administrative support to the school administration, teachers, students and other support staff within the school. There is a high degree of independence required by the school administrative assistant, as the administrative assistant must complete tasks with little instruction. The environment is fast paced and the work entails a great variety of tasks in the areas of reception duties, word processing, accounting, payroll, clerical functions, verification and collection of data for the Trevlac system and the Student Achieve System (SAS). The position requires a high level of interpersonal skills as the job entails extensive contact with students, parents, teachers and the community.

Duties include the following:

- Administrative Assistant duties including word processing, preparing and typing routine acknowledgements, newsletters, forms, reports and receiving and recording incoming mail/emails;
- Maintain filing system, records and other reference material and perform other related clerical duties;
- Receive telephone calls and visitors, provide routine information or refer enquiries to appropriate personnel and arrange appointments;
- Maintain the Trevlac system;
- Maintain school accounts and balance on a monthly and yearly basis as required using School Cash Net;
- Arrange transportation for extra-curricular and co-curricular activities and assist with the organization of extra-curricular activities;
- Maintain bussing information and logs of student late arrivals and early departures;
- Responsible for student data records, Trevlac and SAS interface procedures;
- Complete payroll information;
- Updating information and uploading pictures in a blog/webpage;
- Other related duties.

Minimum Qualifications:

- Grade 12 high school graduation or GED with a Diploma in office studies from a recognized post-secondary institution with a minimum of 3-5 years recent and relevant experience in an office setting is required.
- Computer knowledge and demonstrates ability to use and is trained in word processing, data base creation and manipulation, import/export of data and spreadsheets.*
- Training and/or experience with Basic Accounting Principles i.e. Debits & Credits, Bank reconciliations, Purchase Orders, Writing Cheques & Bank Deposits.
- Must have experience working in a school/school board office and working with Trevlac. Experience working with Student Achieve System (SAS) would be considered an asset.
- Strong interpersonal, organizational, and decision making skills with a demonstrated ability to work independently is required
- Excellent communication skills (written and oral) are required as well as experience dealing with youth/children.
- CPR/First aid would be an asset.
- Applicant must have a good work record.
- Applicants must be able to maintain confidentiality when working with sensitive information.
- Applicants must submit a criminal abstract and have no past or present criminal record which would be detrimental in working in an environment with children, youth and other adults.

* Testing of certain secretarial and clerical skills may be required for specific positions.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. **A list of Successful Candidates will be posted on the PSB Website to serve to inform all other applicants of competition results.**

Salary Range: Level 12 - In accordance with the CUPE (Local 1770) Collective Agreement
Weekly Hours: 32.5 hours weekly (Monday – Friday 8:00 a.m. – 3:00 p.m.)
Posting Id: # **129239**
Closing Date: **Noon**, Wednesday, May 10, 2017

Application forms can be found at www.gov.pe.ca/edu/psb/ under employment on the Public Schools Branch website Please complete an application form and attach an up-to-date resume and return to:

PUBLIC SCHOOLS BRANCH - ATTENTION: HUMAN RESOURCES.

Stratford Office -
Fax: (902)368-8890

Mailing Address: **PO Box 8600, Charlottetown, PE C1A 8V7,**
Courier Address: **2 - 234 Shakespeare Dr., Stratford, PE C1B 2V8**
E-mail: **hr-psb-apps@edu.pe.ca**