POSITION TITLE:

ADMINISTRATIVE ASSISTANT TO FACILITIES

Reports to: **Supervisor of Facilities**

Function/Purpose:
To provide clerical and administrative support for efficient day-to-day operations of the Facilities Department.

Required Education, Knowledge, Qualifications and Experience:
- Possess a Grade 12 diploma.
- Minimum of one year of secretarial training (or equivalent) at a recognized institution as approved by the Division or sufficient experience to be equivalent to such training.
- Basic understanding of Facilities operations.
- Knowledge of related computer applications.

Required Skills and Abilities:
- Excellent interpersonal and communication skills, both verbal and written.
- Excellent listening skills.
- Accurate filing skills.
- Ability to work as a team player.
- Ability to work independently with minimal supervision.
- Ability to maintain strict confidentiality with respect to Division operations.
- Ability to deal with a broad range of members of the public.
- Self-directed, tasks and goal oriented.
- Display a positive attitude.

Required Personal Characteristics:
- Trustworthy and respectful.
- Approachable and accessible.
- Collaborative and flexible.

Duties and Responsibilities:
Without restricting the generality of the description above, the Administrative Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:
- Monitor incoming phone calls, answer questions regarding the Facilities operations and redirect calls within the department.
- Relay communications verbally and in writing to staff locally and at other Division centers and schools.
- Process all written and electronic correspondence for the Facilities Department.
- Provide general support for all of the functions carried out by the Facilities Department.
- Assist with research on various topics related to the work of the Facilities Department.
- Prepare a variety of reports and documents as required.
- Maintenance of paper and electronic filing systems of all documents required for the Facilities Department.
- Design, setup and maintenance of databases as required.

- Work with Accounting Department to ensure that all documents are submitted in an accurate and timely manner.
- Inform all schools in the Division regarding all relevant Facilities operations as required.
- Process correspondence and other documents for the Facilities Department.
- Assist with ordering of supplies, materials and equipment as required.
- Be willing to engage in life long learning with respect to training, in-services and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as may be assigned by the Supervisor.

Judgement, Independence and Client Contact:

- Confidentiality
    - The Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
    - The employee is expected to work independently with minimal supervision.
- Working Jointly with Other Staff on Common Assignments or Tasks
    - This position involves working closely with other personnel in this and other Education Centers and schools on a daily basis.
- Responsibility for Quality of Assigned Work
    - The employee is responsible for the quality of the work and is expected to seek clarification and directions on any matters of concern. The effectiveness of this position is dependent upon the efficient, accurate and timely processing and relay of information.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: October 13, 2026