



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Assistant, Elementary School
<b>JOB LEVEL</b>	B
<b>DEPARTMENT</b>	Learning Support Services
<b>SUPERVISOR</b>	Principal

### **POSITION SUMMARY**

The Assistant, Elementary School supports school administrators by completing tasks related to the "Attendance/Safe Arrivals" policy, and assists with general clerical and reception tasks. The emphasis on particular responsibilities may vary by school.

### **DUTIES AND RESPONSIBILITIES**

- Make and receive telephone calls regarding student attendance/arrival and adhere to procedures according to school attendance/safe arrival action plan.
- Complete daily recording sheets in an accurate and timely manner.
- Notify administration of possible safety issues, truancy, and chronic concerns.
- Distribute late slips and monitor student sign-out.
- Input student attendance into database.
- Greet and direct students, parents/guardians, teachers and the public.
- Answer telephone calls, take messages or redirect as necessary.
- Monitor students waiting in office.
- Provide First Aid as required.
- Adhere to protocols regarding custody and access to ensure student safety.
- Register new students.
- Process incoming and outgoing correspondence (mail, email, fax, courier).
- Print attendance reports for report cards.
- Update and maintain student database.
- Assist with school year start and end procedures.
- Produce and distribute records for verification such as student information sheets.
- Assist in the maintenance of Ontario Student Records.
- Maintain and update information for policy and procedure binders.
- Prepare newsletters, correspondence, photocopy materials and complete filing.
- Operate office equipment including fax machine, photocopier, computer, etc.
- Maintain current class lists and student information binders.
- Arrange transportation for field trips.
- Count and balance cash and prepare deposits.

### **EDUCATION**

Completion of OSSD or equivalent.

### **EXPERIENCE**

Related work experience is an asset.