



2005 April

JOB DESCRIPTION

JOB TITLE	Assistant, Vision Resource Program
JOB LEVEL	B
DEPARTMENT	Learning Support Services, Special Education
SUPERVISOR	Learning Supervisor, Special Education

POSITION SUMMARY

The Assistant, Vision Resource Program provides organizational support by completing clerical tasks related to the maintenance of records for students who are receiving support.

DUTIES AND RESPONSIBILITIES

- Greet and direct students, parents, agency staff and the public.
- Answer telephone calls, take messages, or redirect as necessary.
- Process incoming and outgoing correspondence (mail, email, fax, courier).
- Photocopy reports and documents and complete filing.
- Maintain information files and databases.
- Prepare newsletter as requested.
- Monitor supplies and place orders through Board systems.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.