



JOB DESCRIPTION

JOB TITLE	Secondary School Assistant
JOB LEVEL	B
DEPARTMENT	Learning Support Services
SUPERVISOR	Principal

POSITION SUMMARY

The Secondary School Assistant supports school administrators by completing tasks related to the “Attendance/Safe Arrivals” policy, performs reception duties and assists with general clerical, operational and data management tasks. The emphasis on particular responsibilities may vary by school.

DUTIES AND RESPONSIBILITIES

- Greet and direct students, parents/guardians, teachers and the public.
- Answer telephone or email inquiries; take messages and redirect appropriately.
- Monitor students waiting in the office and utilize school-based protocols appropriately.
- Maintain student attendance records and notify administrators of any concerns.
- Schedule student appointments.
- Assist with updating student information system.
- Process student admit and demit slips, locker assignments, and fee payments.
- Maintain/file Ontario Student Records.
- Monitor supplies and place orders through purchase order system.
- Assist with transportation-related activities.
- Assist with handling of funds.
- Assist with student awards and scholarship tasks.
- Process incoming and outgoing correspondence (mail, email, fax and courier.)
- Prepare correspondence, letters, documents and reports.
- Assist with events and special projects.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.