



February 1, 2019

EMPLOYMENT OPPORTUNITY

Administrative Assistant Shawanosowe School Full-Time, Permanent

The Whitefish River First Nation is seeking a motivated individual to fulfill the role and responsibilities for the position of Administrative Assistant. Reporting to the Principal, the School Administrative Assistant oversees the School's administrative services including coordinating office procedures, records management and working in conjunction with office support staff. The position operates in an environment with a high volume of work with constant interruptions and changing priorities. The successful applicant will be responsible for (but not limited to) and require the following:

Responsibilities:

- Coordinates main office administrative services for the school.
- Responds to in-person and over the phone inquiries providing information to staff, parents, students and the public, relaying messages and acting as resource or contact person for the school.
- Provides information for review and approval by the Principal on employment related matters including setting up and maintaining the staff schedule database (FNOSR) and verifying timesheets, schedules, attendance, OSR files.
- Maintains and tracks mandated student permanent records by updating demographic information, recording special education designations, recording yearly absenteeism, ensuring information such as IEPs and report cards are included and transferring the records as required; generates related reports, and various hand books for parents and teachers.
- Coordinates the student information system including inputting data for the electronic transfer of grades, verifying and correcting information and reports as needed.
- Provides various reports to the School, WRFN Education Department as requested, update items and maintain the development of the school web site and develop and submit monthly newsletters.
- Prepares, maintains and files a variety of school based records, lists and reports.
- Arranges appointments and meetings, prepares and circulates agendas, records minutes and coordinates school events calendar.
- Designs, composes and types materials and documents, as required, and edits and formats documents as requested.
- Prepares accounts payable and receivable following generally accepted procedures and policies and maintain financial invoices for funding agencies and school funding sources.
- Ensures availability of supplies and equipment by researching products, pricing and suppliers and initiating and authorizing purchase requisitions, as delegated by the Principal and approved by WRFN, using appropriate payment methods as outlined in established policies regulations and procedures.
- Receives supplies and order supplies, checks invoices and purchase orders and ensures the accuracy and condition of orders.
- Maintain inventory of school technology, keep equipment logged and ensure tracking of such items are recorded throughout the year.
- Assists with the arrangements for special events i.e. parent/teacher interviews, afterschool and special events, field trips and open houses.

- Provides student supervision in the office in the temporary absence of the teacher or Principal.
- Provides assistance to students in the case of injury or illness such as First Aid and contact parents and performs assigned duties during fire drills and other crisis situations.
- Maintain and monitor P.A. system, security items and video and monitoring systems.
- Performs other assigned, comparable or transient duties which are within the area of knowledge and skills required by this job description.

Qualifications:

- At a minimum, completion of OSSD or equivalency, and two (2) year post-secondary diploma in Public Administration related field;
- Must have at a minimum three (3) years administrative experience in school environment;
- Strong understanding of computer software applications including Microsoft Office – Word, Publisher, Excel, Access, and PowerPoint; and Website Content Management;
- Knowledge of a school system and willingness to gain an understanding of policies and procedures as they relate to the school;
- Basic understanding of accounting/bookkeeping and financial reports;
- Excellent Customer Service Skills is a must;
- Knowledge of Aboriginal culture, communication styles, and value systems;
- Valid CPIC Vulnerable Sector Screening Report;
- Valid driver's license;
- Must possess current First Aid and CPR Training;

Interpersonal Requirements:

- Enjoys working with children.
- Be well organized and methodical.
- Be able to work under pressure and with multiple demands, be flexible, prioritize tasks and workload in order to coordinate and direct the administrative work of the office.
- Ability to maintain confidentiality of sensitive information seen or heard.
- Effective written and oral communication skills and the ability to request/convey information in an appropriate manner.
- Be numerate and able to keep financial and statistical records.
- Ability to work well independently, as well as within a team environment and a good team worker.

Working Conditions:

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift up to 18 kg (50 lbs) and operate related equipment.

Interested applicants to forward a cover letter and resume with 3 references no later than 12:00 noon, Friday February 15th, 2019.

**Whitefish River First Nation
17A Rainbow Ridge Road,
Birch Island, ON, P0P 1A0
Attn: Daniel Stargratt
principal@shawanosowe.ca**

~Full job description available on request