

Westmount Charter School  
**Office Assistant – Elementary Campus**  
**Part-time, probationary position**

**Job Goal:**

Under the general supervision of the Principal, responsible for providing secretarial, clerical and administrative support in order to ensure services are provided in an effective and efficient manner.

**Reporting Relationship:**

The Office Assistant reports directly to the Principal.

**Growth Objectives:**

Objectives will be developed on an annual basis by the Principal in consultation with the Office Assistant.

**Major Areas of Responsibility:**

- Receive Visitors
- Answer Phones
- Student Care (injuries, illness)
- Student Attendance
- Support to Teachers
- Administer Approvals
- Volunteer Parents
- Distribute Mail
- Book Charter Buses
- Crisis Management Folder (CMF) and Critical Incident Response Manual (CIRM) Binders
- Other Duties

**QUALIFICATIONS**

**Education and Experience:**

- A minimum of a High School Diploma and three (3) or more years of experience in related work, which provides the required skills, knowledge and abilities.
- Experience working with PowerSchool and sub booking system is an asset.
- A valid Police Record Check in place or in progress.
- First Aid certification.
- Experience with the use of Microsoft Office applications.
- Experience with Google Applications (Drives, Docs, Sheets, etc.) is an asset.

**Demonstrated Skills and Competencies:**

- Professional work ethic, must conduct duties with the highest integrity to protect all confidential matters.
- Demonstrate positive interpersonal skills and be a team player.
- Strong verbal, written communication and organizational skills.
- Ability to multi-task and work effectively in an office environment with many interruptions.
- Have the ability to prioritize and work independently
- Must be comfortable working with young children, dealing with parents and the general public.

## Tasks

### Receive Visitors:

Screen visitors and allow access to the building.  
Receive and greet visitors to school and main office.  
Ensure all visitors sign in on arrival to the school.

### Answer Phones:

Answer incoming phone calls.  
Transfer calls as required.

### Student Care:

Assist students with minor injuries and illnesses.  
Call parents as necessary regarding ill/injured child.  
Dispense parent-approved medications as authorized.  
Assist with maintaining records of students requiring special medications or included on the allergy list in PowerSchool.  
Compile and update "Severe Medical Binder" of Elementary students.  
Receive and manage before and after school bus queries as required.

### Student Attendance:

Record student attendance for students, including late arrivals.  
Review and cross check attendance records with teacher entry and absent students.  
Monitor student attendance line.  
Maintain student attendance records.  
Assist with student tracking.  
Provide monthly student attendance reports to administration.

### Support to Teachers:

Coordinate and book rooms, gymnasium and field as required throughout the school year.  
Distribute and monitor staff keys and parking tags as required.  
Prepare and maintain a variety of staff lists, fan-out lists and distribution lists as required.  
Process all SharePoint information updates.  
Compile and distribute sub plans as provided.  
Enter staff absences and produce reports as required.

### Administer Approvals:

Review field trips and professional development forms and all associated staff absences as required.  
Ensure field trips are recorded and copied.  
Provide monthly staff absence reports to administration.

### Volunteer Parents:

Administer volunteer parent documentation as required.  
Assist with non-classroom volunteers and orientation as required.

### Distribute Mail:

Distribute mail as it is received daily.  
Compile and send outgoing mail as required.

### Book Charter Buses:

Book charter buses for elementary campus field trips as required.

**Crisis Management Folder (CMF) and Critical Incident Response Manual (CIRM) Binders:**

Distribute the CMF and CIRM documentation to employees as required.

**Other Duties:**

Perform related duties as assigned.

Place service calls on equipment as required and monitor office equipment for required maintenance.

Receive, accept and check all applications are complete prior to providing applications to Administrative Assistant for processing.

Order office and art supplies.

Update the monthly calendar and weekly news.

Update and scan all student accident reports to the Treasurer.

Assist Administrative Assistant as required.

**Evaluation:**

Performance of this job will be evaluated by the Principal.