

ST. BONIFACE DIOCESAN HIGH SCHOOL

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

St. Boniface Diocesan High School invites applications for the following full time, one year term position (with the possibility of renewal), commencing **August 22nd, 2019**:

SBDHS is a Catholic high school with a population of 175 students. Since 1965, we have established a tradition of academic excellence within a structured learning environment permeated by Christian values. Along with a strong academic culture, our school has developed into a vibrant community with a family atmosphere where students feel welcome, safe and at home.

Applicants should have an educational philosophy that is in keeping with the philosophy of Catholic education.

RESPONSIBILITIES

RECORDKEEPING & DATABASE MANAGEMENT

- Maintain electronic student information system (TREVLAAC); create and update enrollment, withdrawal, course, timetable, student file, contact, medical, mark, transcript information as required
- Maintain student cumulative files
- Maintain and record data required by Manitoba Education

DOCUMENT PREPARATION & DISTRIBUTION

- Prepare, create and compose letters, reports, bulletins and other documents for the school as needed or required
- Reporting of school's Electronic Information System (EIS) to Manitoba Education
- Organize and distribute weekly school bulletin
- Record, prepare and distribute the minutes of the monthly staff meetings
- Provide students with schedules
- Provide staff with schedules, class lists and other reports as required
- Prepare and submit reports to Manitoba Education
- Assist Principal with compiling school based calendar
- Organize graduation certificates for students including honor roll and recognition certificates

COMMUNICATION & CUSTOMER SERVICE

- Greet and assist visitors
- Address standard inquires by e-mail, phone, letter, fax or in person from students, staff, parents/guardians and the general public
- Ensure staff and support personnel are informed of important and relevant information
- Coordinate the transfer of information, record files, transcripts and forms to parents/guardians,

other schools, the general public, Manitoba Education and other external agencies

SCHEDULING & SCHOOL SUPPORT

- Provide administrative support to the Principal & Vice-Principal; may also include teacher's, support staff, committees & the school board
- Prepare schedules for student course choices, teachers courses, spares and room assignments from information provided by the Principal & Vice-Principal
- Schedule substitute teachers when required
- Assist with emergency and medical situations; administers minor first aid
- Schedule interviews with the Principal and Vice-Principal for student applicants
- Develop the two exam and exam supervision schedules
- Oversee the work of the Administrative Clerk; assign work or projects required

OTHER

- Provide administrative support on various projects during the year
- Maintain a neat and organized office environment
- Other duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION

- Minimum grade 12 high school diploma
- Certificate or diploma in a post-secondary administration course is considered an asset

EXPERIENCE

- 2 – 3 years office and administrative experience in a school setting
- Experience with public interaction and service

KNOWLEDGE OF

- Clerical and office operations
- English grammar, punctuation and spelling
- Microsoft Office Suite
- Proper telephone etiquette
- Office filing systems
- School software applications (Trevlac preferred)

SKILLS & ABILITIES

- Manage priorities and time to ensure the accomplishment of specific objectives and assignments
- Demonstrate a commitment to meeting the needs and ensuring the full satisfaction of students, parents/guardians, co-workers, alumni, members of the community, the general public
- Maintain confidentiality of student, staff and school information
- Demonstrate responsibility for the overall image and effectiveness of the school by interpreting, applying and modeling school rules, policies and procedures

- Effectively express thoughts and ideas both orally or verbally in individual or group situations
- Apply innovative thinking in approach to job responsibilities and to improve processes, methods and systems

We thank all candidates for their interest. Only those candidates selected for an interview will be contacted. All hiring will be conditional upon the results of the Child Abuse Registry Check and Criminal Record Check (including a Vulnerable Sector search). Interested applicants should forward a resume, including three references (two professional and one from your Pastor) by **June 21st, 2019** to:

Attn: Ms. Jaime Robinson
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