

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Administrative Coordinator</b>	<b>DATE:</b>	March 2015
		<b>REVISED:</b>	March 2021
<b>PAY GRADE:</b>		<b>LOCATION:</b>	Various

**SUMMARY:** Under the supervision of the Principal/Manager, provides a variety of administrative and clerical services in an office environment. Coordinates, assigns, directs and monitors the work of the office and acts as liaison between the P/VP/Manager and staff members, students, parents, suppliers, and the public. Coordinates and/or performs the work of other clerical staff during their absence.

**DUTIES:**

1. Coordinates, assigns and monitors the work of office staff to ensure the prompt and timely completion of assignments and fair distribution of workloads.
2. Trains staff, delegates work, sets priorities, and determines most suitable work methods. Ensures cross-training of clerical staff. Interprets policy and outlines procedure for staff.
3. Handles complaints and problems arising from the activities of the office or school, acts as liaison, familiarizes new staff with current office procedures, gives guidance and advice and assists in achieving an efficient and harmonious working atmosphere.
4. Provides input to performance appraisals of office staff.
5. Acts as a representative of the School: Answers telephone, handles inquiries, gives out information, takes and refers messages, schedules appointments, and handles/sorts mail. Acts as a general liaison between the P/VP/Manager and staff members, students, parents, suppliers, salespersons, and the general public.
6. Operates a computer using a variety of software programs. Selects, verifies, enters, stores and processes data from a variety of material, some of which may be confidential, such as correspondence, invoices, purchase orders, inventories, student records, class list, schedules, attendance records, medical information, school handbooks and emergency school closure procedures. Updates and edits stored information. Selects data for recall and determines desired format of output on printer.
7. Composes correspondence and prepares for signature and approval a variety of material, such as newsletters, reports, records, requisitions, memos, as well as brochures, website updates and social media posts. Compiles data and prepares month-end and year-end forms and reports.
8. Supports school/department events with set-up, supplies, food, and coordination of other activities.
9. Takes minutes of meetings.
10. Researches, analyses and selects material, data and information for the compilation, preparation and processing of a variety of reports, records and statements.

11. Establishes and maintains school files and records, by sorting, classifying, coding and reviewing materials to ensure up-to-date status.
12. Operates and troubleshoots minor problems with equipment such as photocopiers, fax machines and printers.
13. Distributes and ensures the accuracy of timesheets.
14. Coordinates booking of buses. For potential volunteer drivers, including staff, ensures mandatory licensing and required documentation is in place.
15. Oversees the work of student volunteers and work experience students and shows them how to perform tasks.
16. Coordinates and/or performs the work of other clerical staff during their absence.
17. Provides basic comfort to children in cases of sickness or emergencies; notifies parents, ambulance service and/or hospital if required and monitors children waiting to be picked up.
18. Performs other assigned duties which are within the scope of knowledge, skills and abilities required by this position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 with course emphasis on business practices and procedures plus a special program in bookkeeping and/or accounting.
2. A course in supervisory skills or equivalent training and experience plus five (5) years practical experience in office administration with emphasis on computer programs and accounting.
3. Ability to operate office equipment, switchboards, computers, and a variety of software programs, including spreadsheets, databases, presentations, and word processing, with keyboard skills at a minimum of 60 net wpm. Must be familiar with computerized student information systems.
4. Ability to assign, direct and monitor the work of others, anticipate needs and set priorities to maintain an efficient and harmonious office environment.
5. Demonstrated ability to organize work flow and office procedures such that work is prioritized to meet deadlines while dealing with distractions.
6. Ability to make arithmetical computations quickly and accurately.
7. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	