JOB DESCRIPTION

JOB TITLE:	Grades 3-5 Administrative Assistant
DEPARTMENT:	Office Support Team / Early Years Division
REPORTS TO:	Grades 3-5 Years Vice Principal
STATUS:	1.0 Full Time - 47 Weeks

JOB SUMMARY:
This employee plays a key role in providing proactive and dependable administrative support to the Grades 3-5 Vice Principal, contributing significantly to the efficient and smooth operation of the 3-5 Early Years Office. The employee also works closely with the Executive Assistant/Office Manager, who provides guidance, collaborates on tasks, and supports the successful completion of responsibilities. The incumbent provides high-level administrative support to the 3-5 Early Years Vice Principal by managing day-to-day operations with professionalism and discretion. Key responsibilities include managing the Vice Principal's calendar and communications, coordinating new student orientations, liaising with internal departments, preparing and editing written communications, and maintaining effective information flow. The role also involves coordinating chapel plans, staff meeting logistics, and special projects.

KEY RESPONSIBILITIES:
The Administrative Assistant is responsible for the following:

General Duties
- Receive, greet and assist visitors (administration, staff, students, parents, other members of the general public) in the 3-5 Early Years Office.
- Address or field questions and concerns from 3-5 Early Years parents, students, faculty and staff.
- Book professional development for administration and faculty as required.
- Submit property booking requests in Event Planner for 3-5 Early Years activities.
- Prepare event programs and posters as required.
- As part of the office team, provide support to special events, e.g. annual Kick Off BBQ/Meet the Teacher event, Grandparents Chapel, etc.
- Assist with arrangements for 3-5 Early Years school events as needed.
- Provide assistance to the overall activities of the school, including other administration, staff, students, parents and volunteers as may be required. Provides occasional support in the Main School Office to assist with staffing coverage needs, as required.

Administrative / Vice Principal (VP) Support:
- Manage the Vice Principal's calendar and daybook, schedule appointments, and screen calls to ensure efficient time management and prioritization of tasks.
- Coordinate new student interviews, orientations, and chapel plans. Collaborate with support services such as Resource, and Spiritual Care departments as needed.
- Prepare written communications—such as letters and emails—in alignment with the Vice Principal's direction and messaging.
- Edit written content in preparation for communications such as KIT (Keeping in Touch), news notes, and other publications.
- Manage incoming email and internal correspondence to ensure timely and organized workflow.
- Coordinate the preparation of divisional communications, including the week ahead and family updates, to

support staff awareness of upcoming activities and student-related matters.
- Assist in gathering accurate information to inform decision-making and planning.
- Prepare staff meeting agendas in consultation with the VP, and document and share minutes from monthly 3-5 Early Years meetings.
- Prepare payment requisitions and arrange payments as needed.
- Serve as the recorder for family and student meetings, ensuring accurate documentation of key points for the Vice Principal or senior administration.
- Other duties as assigned.

3-5 Early Years Teacher Support:
- Support teachers by reviewing and editing draft communications and providing typing assistance as needed. Track parent responses to Permission Click field trip submissions. Follow up on outstanding responses and ensure payments are received. Submit student data to the Department of Education to support registration for Grade 3 assessments.
- Coordinate the School Interviews program twice yearly by confirming participating teachers, available interview times, and room locations. Take into account teachers who teach across divisions, as special accommodations may be required. Invite 3-5 Early Years families to book interviews online. Plan, order, and set up a meal for teachers involved in evening triads.
- Identify textbook needs and inform the Administrative Assistant – Special Projects. Receive, prepare, and distribute textbooks to teachers. Notify families of lost books and outstanding fees.
- Communicate evaluation instructions, collect report card comments for VP review, and notify parents when report cards are available online. Support teachers in preparation of grade 3-5 events and field trips, including room bookings, providing materials and refreshments needed, as applicable. Support the school's Vision by actively leading and coordinating the annual 3-5 Outreach Campaigns.
- Support the Music Department with concert preparations, including preparing event programs, confirming venue requirements, and coordinating other needs for off-site performances.
- Communicate information regarding scheduling to faculty and families as requested.

Student Support:
- Assess student illness and calls home; treat minor student injuries as needed.
- As part of an office team, provide support as needed at the Grade 12 graduation banquet and Convocation.
- Serve as a witness when the Vice Principal or other administrators address student dress code violations or other behavioural issues.

EDUCATIONAL/ACADEMIC REQUIREMENTS:
- Completion of Grade 12 or equivalent.
- Graduate of a recognized secretarial, office or business training program from a recognized educational institution or equivalent combination of work-related experience.
- Training and/or experience in a computerized office environment utilizing an advanced computer system with demonstrated proficiency in the Google Workspace, including Gmail, Calendar, Documents, Sheets, and Forms.
- The desire and ability to engage in continuing education and professional development.
- Successful completion or willingness to obtain the Emergency First Aid CPR/AED Level C Course and maintain certification as an employment requirement in this position.
- Successful completion of an accredited Manitoba Food Handlers Course.

Linden CHRISTIAN SCHOOL

JOB DESCRIPTION

REQUIRED SKILLS/EXPERIENCE:

- Minimum of three years experience in an administrative support position, preferably in an educational setting.
- Previous experience with computerized student records systems or similar databases is preferred.
- Ability to compose written communication (email, letters, and reports) and publications with a high degree of professionalism;
- Effective interpersonal and communication (verbal and written) skills;
- Ability to positively interact with people from diverse cultures and backgrounds, including administration, staff, students, parents, other members of the general public;
- Ability to deal with difficult and sensitive situations with tact and diplomacy, including areas of cross-cultural understanding and human rights;
- Ability to work effectively as a team member;
- A self-starter with the ability to work well independently;
- Effective organizational and time management skills;
- Ability to multitask, e.g. meet multiple demands and deadlines in a busy office environment with many interruptions;
- Ability to effectively adapt to changing situations or increased responsibilities within the workplace;
- Excellent keyboarding skills and strong computer skills including word processing, spreadsheets, databases, email and internet;
- Must be able to lift up to 25 pounds at times.

Other requirements:

- Willingness to sign and adhere to LCS Statement of Faith and Lifestyle Commitment;
- Willingness to enthusiastically support the vision, mission and values of Linden Christian School;
- Participates in school staff meetings, worship services, prayer times, and special events;
- Understanding and adherence to confidentiality and privacy issues;
- Satisfactory completion of a personal Criminal Records Check/Vulnerable Sector Check and Child Abuse Registry Check once every five years;
- Satisfactory completion of the Department of Education's Respect in Schools program.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.