



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Kikendaasogamig Elementary Administrative Support



<b>Program:</b>	Chippewas of Nawash Unceded First Nation Board of Education
<b>Reports To:</b>	Principal (or designate)
<b>Term of Employment:</b>	Regular, Permanent, Full Time
<b>Wage:</b>	Staff shall be assigned salary as determined by the salary grids of the Chippewas of Nawash Unceded First Nation Board of Education (\$21.77–27.07/hr for 2024-25)
<b>Hours of Work:</b>	37.5 hours per week, some after hours work may be required on occasion

### JOB PURPOSE

Under the direction of the Principal, the Administrative Support performs a number of duties to support efficient school operations including assisting with administrative and clerical functions, communication and liaison with students, staff, parents, bus drivers and the public, and completion of special projects.

### KEY DUTIES AND ACCOUNTABILITIES

Under the direction of the Principal:

- Prepare, key in, edit and proofread correspondence, documents, newsletters, reports and related material.
- Receive, log and distribute incoming regular and electronic mail and other material in an expeditious manner.
- Receive instruction, direction and complete assignments; be diligent and faithful in performing duties as the Principal may assign or deem appropriate.
- Work courteously and cooperatively in a team environment.
- Answer telephones, at all times, screen calls, direct messages and retrieve voicemail.
- Respond, direct or forward electronic enquiries.
- Co-ordinate tasks of the school office in a manner consistent with professional and efficient office procedures. Supervise and offer guidance to volunteer/casual clerical or support staff.
- Operate office equipment and train staff in the handling of office equipment, ie computing equipment –data input and retrieval, copiers, calculators and other office equipment; ensures confidential material is secure.
- Document and maintain ongoing records, time logs, enrollment, student attendance, guest sign-in sheets, etc.
- Prepare all correspondence, flyers, parents communiqué, memoranda, etc. in accordance with generally accepted office procedures and Board of Education Policies and Procedures, ensuring that material is reviewed and approved the Principal, or designate, prior to distribution.
- Adhere to the “Safe Arrival Procedures”, by retrieving daily attendance reports from each teacher and contacting parent/guardians of students who are absent or late to determine cause.

- Adhere to “safe arrival/departure” procedures by ensuring bus changes, etc are relayed to the teacher, the student and the bus driver, as required.
- Meet with the Principal to review and receive instructions or assignments for the day.
- Advise the Principal informed of ongoing matters relative to school functions and tasks requiring attention.
- Process and enter invoices for payment, cheque requisitions and receipts, verifying account codes and ensuring that supporting documentation and requisite approvals are adhered to, in accordance with Board/Nawash policies and procedures
- Upon request, will participate in the supervision of yard duty, by supporting yard supervisors, maintaining the yard duty boards and monitoring the yard duty radios during recess times.
- Oversee and maintain manual and computerized filing system.
- Assist teachers with preparation of report card envelopes and reports filed in OSR’s.
- Assist in photocopying materials for students and teachers as required.
- Coordinate, attend and record all staff meeting minutes and ensure that the minutes contain an accurate account of the transaction of business, ensure that directives contained therein are appropriately communicated to all teaching and support staff, as directed by the Principal.
- Participate in training sessions as deemed appropriate by the Principal and/or Board.
- Become familiar with and adhere to the Chippewas of Nawash First Nation Board of Education Policies and Procedures.
- Meet deadlines and target dates as outlined by the Principal.
- Maintain the highest degree of professionalism when dealing with students, their parents/guardians, Principal and teaching staff, community, school and board officials.
- Observe and maintain, at all times, strict confidentiality, acknowledging that a breach of confidentiality is grounds for immediate dismissal.
- 

## **REQUIREMENTS**

### **Education and Experience:**

- Mature individual with an OSSD or GED
- Minimum of two (2) years of experience in related employment including clerical, office administration and reception
- Successful completion of a post secondary certificate or diploma program in business or office administration is preferred.
- General knowledge of bookkeeping would be an asset.

### **Knowledge, Skills & Abilities:**

- Excellent word processing, computer financial applications, record taking, written and oral communication, office administration experience and skills.
- Effective manager of time and resources, willing to take training as required.
- Able to promote team development and work as a team member.

- Knowledge of Anishinaabemowin and Anishinaabe culture and social dynamics of a First Nations community and willing to take training, as required.
- Current knowledge of office administration policies, procedures, needs and requirements for effective service delivery in First Nations communities
- Experience working in a school or with students and parents, an asset.
- Able to work in a fast-paced environment.
- Able to maintain a professional code of ethics.
- Must understand the importance of confidentiality, tact and privacy.

#### **Designations, Licences & Requirements:**

- Able to provide and maintain a clear Criminal Reference check, and vulnerable sector screening if employment is offered.

#### **PROBLEM SOLVING & COMMUNICATION**

- Able to work co-operatively in a team approach.
- Able to employ a high level of tact, confidentiality and discretion dealing with students, parents, staff and the community.
- Able to demonstrate flexibility and problem-solving abilities.
- Possess strong oral and written communication skills, interpersonal skills and organizational skills.
- Able to deal with challenging issues and maintain a sense of composure in difficult situations.
- Able to demonstrate initiative to solve problems/issues independently.

#### **DECISION MAKING & IMPACT**

- Able to work and make sound decisions, demonstrate good judgement, and respect for organizational policies and Nawash/Board values.

#### **WORKING CONDITIONS**

1. Physical Demands - Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds
2. Environment - Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Accuracy of reports, investigations and meeting deadline, interactions with members of the public and relevant government/corporate officials.
4. Position Type/Expected Hours of Work – Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

**I hereby acknowledge and agree to comply with the above description necessary to fill the position.**

---

**Employee Name**                      **Employee Signature**                      **Date**

---

**Supervisor Name**                      **Supervisor Signature**                      **Date**