



**Student Services Assistant
Education Centre (Sherwood Park)
Competition #10/081S**

A vacancy exists for a **Student Services Assistant** at the Education Centre (Sherwood Park) with a job allocation of 1.0 FTE working 35.0 hours per week (hours of work are 8:30AM to 4:30PM Monday to Friday). This is a full-time 12-month position. The successful candidate will have certification related to office, records or business programming from a recognized post-secondary institution. Knowledge and proficiency in Microsoft Office, accounting and school based software an asset. The successful candidate must demonstrate excellent organizational, communication and problem solving skills. **Competition #10/081S.**

See complete position description below. Salary and benefits will be as per the Communications, Energy and Paperworkers Union of Canada, Local 71 Collective Agreement. Applications will be received **until 4:00 p.m., Wednesday, September 15, 2010** by:

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CLASSIFICATION	Student Services Assistant
PAY GROUP	Pay Group 17 (Start Rate \$21.73/Hour) – under negotiation

ROLE DESCRIPTION

Under the direction of the Assistant Superintendent, Student Services, this twelve (12) month senior administrative support role performs a variety of complex business, information, administrative, and financial responsibilities in consultation with the Assistant Superintendent, Student Services at the Catholic Education Centre.

At the discretion of the Assistant Superintendent, Student Services, this position coordinates confidential student information on the Student Services databases, including assisting in the development and maintenance of department data management and information systems, development of forms and reporting both for internal and external use. The position is the first point of contact for the Student Services Department,

ensuring privileged information pertaining to students across the Division is handled in a confidential manner. This role includes daily contact with internal and external stakeholders, such as representatives of the educational and medical profession (i.e. psychologists, Alberta Education representatives), and the public. This position entails a wide range of department-wide administration services to facilitate the smooth operation of the Student Services Department.

KNOWLEDGE, EDUCATION AND EXPERIENCE

This position requires the following minimum entry level requirements: training from a recognized post-secondary institution related to Office, Records, or Business certification, with appropriate equivalencies being considered, and three years of applied experience in a school or public office environment. The Student Services Assistant must be proficient with Microsoft Office software programs (Excel, Word, Access, PowerPoint). Knowledge of various psychological assessment scoring software programs, financial and accounting software, and school-based software would be an asset. This position requires specific knowledge of provincial legislation, including the School Act, and the management of Public Records.

The position requires effective organizational, communication, multi-tasking, and problem solving skills in a fast-paced work environment. The abilities to work independently, exercise good judgement, make effective decisions, and maintain confidentiality at all times are also required.

DUTIES AND RESPONSIBILITIES

The Student Services Assistant will perform the following duties:

1. Generate, maintain and circulate departmental correspondence and reports including student forms, reports, letters, memoranda, newsletters, and psychoeducational assessment reports using the various software programs available (DocuShare, PowerSchool, Read&Write Gold, Lexia, IPPS, etc.).
2. Prepare key electronic submissions including budget submissions relating to PUF funding, coding invoices, prepare purchase orders, and track department spending on an Excel spreadsheet. Provide reporting to Assistant Superintendent, Student Services for budget purposes and manage external contracts.
3. Create and maintain confidential student record filing system including data management of student coding, directory of contacts, Key Events calendar, student record lists and generate reporting utilizing MS access.
4. Analyze data for ESL, ERECS, and Mild/Moderate/Severe databases.
5. Provide administrative support to the Attendance Officer (Assistant Superintendent, Student Services) through the preparation of documentation and electronic submissions to Alberta Education for Attendance Board hearings.
6. Authorize, review and cull documents from Student Record portfolios using standards provided by Student Record Legislation.

7. Assist with the development and maintenance of the department's website.
8. Serve as the Department's first line contact, in response to in-person, telephone, written or web enquiries on matters related directly to departmental responsibilities such as: Student Records, Registration, Enrollment, Boundary Exemptions, Non-resident, Non-Catholic data, Special Education coding.
9. Develop and maintain related Student Services forms and documents (Key Events Calendar, Directory of Contacts, DocuShare, etc.).
10. Provide trouble-shooting support for department specific software such as: DocuShare, Microfiche, PowerSchool, etc. Provide support to users on the electronic web-based IPPS and Lexia Programs.
11. Maintain and track the department's databases.
12. Generate Department reports such as student demographics, enrolment, boundary exemptions, non-resident, non-catholic data, expense reporting, as assigned by the Assistant Superintendent, Student Services.
13. Coordinate the Take-Our-Kids to Work Program with Division's schools.
14. Under the direction of and as assigned by the Assistant Superintendent, Student Services, contact parents, psychologists, Student Services Facilitators, counsellors, and other governmental, educational offices and medical institutions.
15. Schedule, set up and maintain a calendar of department meetings and bookings for the Assistant Superintendent, Student Services. Prepare notices of meetings, and agendas, and distribute to internal and external attendees (e.g. SHIP committees).
16. Develop meeting presentations and handouts for the Student Services Department.
17. Process documentation supporting Provincial Achievement Tests (PAT) and Diploma Examination requests for special provisions and exemptions.
18. Prepare and process referrals to Edmonton Regional Educational Consulting Services. Monitor expenditures and invoices. Prepare ERECS reports for schools.
19. Prepare Out-of-Division placement documentation and maintain database.
20. Maintain knowledge of scoring test protocols using appropriate scoring software.
21. Coordinate registration (i.e. inquiries, documentation, processing) of International Students.
22. Provide other duties, as required by the Assistant Superintendent, Student Services, to meet Division and Department needs.