

103410

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: STUDENT INFORMATION ASSISTANT

REPORTS TO: Designated Supervisor/Administrator

SUPERVISES: N/A

LOCATION: All High Schools

JOB SUMMARY: Provides administrative support to administrators generally focused on student demographic requirements, and contributes to the efficient operation of the school office as a whole.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting poses certain inherent risks. Therefore training in either NVCI, WEVAS, or Restitution may be required.

DUTIES AND RESPONSIBILITIES:

- Maintains student information and generates all related systems reports, records, files, and statistical information;
- Identifies and ensures resolution of any anomalies or discrepancies;
- Liaises with Teachers, Administrators, and dedicated support staff to ensure integrity of data;
- Performs other related duties as assigned or as required including all duties of lower classified positions and provides guidance and mentoring to junior staff.

QUALIFICATIONS:

- High school diploma plus directly related course work;

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- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff, students and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

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