

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;

ADOPTED	REVIEWED	REVISED	PAGE
23/May/2006		24/Nov/20	1 of 2
Motion 10-10-06		Motion 20-05-20	

- 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.

ADOPTED	REVIEWED	REVISED	PAGE
23/May/2006		24/Nov/20	2 of 2
Motion 10-10-06		Motion 20-05-20	