



School District No. 46 (Sunshine Coast)

DRAFT JOB DESCRIPTION #C-27

EARLY LEARNING ADMINISTRATION ASSISTANT

Location: District

SUMMARY:

Duties are performed under the direction, supervision and evaluation of the District Principal of Learning & Innovation. The Early Learning Administration Assistant provides clerical and bookkeeping services and ensures the efficient operation of the Early Years Centre. An Early Childhood Educator background is essential to this position which provides support to the Early Learning staff and the children, parents and service providers who access the Centre.

DUTIES:

- Performs a variety of clerical duties, such as reception, mail, filing, photocopying, record keeping, typing documents, purchase orders and correspondence.
- Maintains the Early Years Centre resource library (e.g., books, toys, materials and equipment), including monitoring the borrowing of resources.
- Advises and recommends appropriate books and early childhood materials and equipment to children, parents, families, district and community Early Childhood Educators and service providers.
- Assists district and community Early Years' service providers with scheduling appointments, room and calendar bookings in the Early Years Centre.
- For the Early Learning Program: registers new students; maintains student information and records; requests and forwards student files.
- Assists in the arrangement, promotion, communication and delivery of childminding, programs and events (workshops, in-services, SPARK sessions).
- Manages communications (e.g., email, website, social media) for district Early Years Programs (e.g., SPARK!, Imagination Library, StrongStart, etc.).
- Collects, maintains, collates and communicates data and information for grant applications and reviews.
- Communicates, registers, schedules, invoices, applies for government subsidies and collects fees for child care services.

- Monitors Learning & Innovation budgets including purchasing, approving invoices for payment, reconciling and publication of account balances.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) and WorkSafe BC.
- May be required to perform other job-related duties as assigned.

QUALIFICATIONS:

- Grade 12 graduation or the equivalent
- Early Childhood Education Certificate, including a current Community Care Facilities Branch B.C. License to Practice
- Training and recent experience working with children from birth to age 5, their families and community supports
- Entry level bookkeeping/accounting course (equivalent to first year college)
- Minimum of two years office experience
- Successful completion of the District Clerical tests
- Detailed knowledge of word processing, database management and spreadsheet programs

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

On behalf of:
C.U.P.E. Local 801

Secretary Treasurer

President

Date

Date