



Penticton Indian Band

841 Westhills Drive
 Penticton, British Columbia V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Executive Assistant to Principal	Classification:	7	\$30 – 37 per hour (Based on education & experience)
Department:	Education	Type:	Non-Management	
Status:	Full-time; Permanent	Hours of work:	35 hours per work	
Responsible To:	School Principal and Learning Assistance Teacher			
Location(s):	Outma Sqilx'w Cultural School, 291 Outma Sqilx'w Place, Penticton, BC			
Deadline:	February 10, 2023			

Job Summary:

The Executive Assistant is an essential member of the administrative team. Under the supervision of the School Principal, the Executive Assistant will provide direct support to the Principal and Learning Assistance Teacher in a variety of capacities. Support will include but not limited to compiling grant applications and financial administration of grants, keeping the Principal informed on all school related activity, organizing schedules, monitoring electronic data, preparing all necessary reports, responding to enquiries and communications. The Executive Assistant will be responsible for all practices associated with safety compliance and the required reporting.

Core Competencies:

- Accountability
- Adaptability
- Communication
- Continuous learning
- Decision making
- Organizational Relationship building
- Planning and organizing
- Teamwork
- Service orientation
- Problem Solving
- Ethics and integrity

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Able to work cooperatively as a team player.
- Maintains administrative materials (job postings, newsletters, event calendars, email, written and print notices etc.) for the purpose of providing reference information.
- Prepares and assembles information for various reporting requirements for the Principal and Learning Assistance Teacher's review.
- Prepares, drafts, and finalizes confidential documents with the approval of the Principal and/or Learning Assistance Teacher.
- Creates a range of documents: letters, reports, agenda preparation, minute taking, and preparing document packages.
- Organizes Principal and Learning Assistance Teacher schedule, meetings, and coordinating teams.
- Monitors electronic and paper mail, documentation and information sent to the Principal as well as coordinating follow-ups.
- Coordinate school events such as school performances, cultural field trips and sporting events.
- Prepares monthly OSCS newsletter and gives school receptionist information to prepare school wide notices and reminders.
- Assist the school with cataloguing resources and library systems.
- Assists students and others with routine problems and refers non-routine items to supervisor.
- Identifies grant opportunities, prepares grants proposals, monitors deadlines and completion of tasks and/or projects.
- Assists with financial matters for assigned programs, including timesheets, expenses, budgets and monitors program spending.

- Provides communication for teachers and education assistants on behalf of the Principal/LAT as directed.
- Prepares High-Cost Funding and Work Plan proposals, interim reports, and final reports.
- Organizes benchmarking, intervention, and progress monitoring binders for all teachers.
- Maintains and prepares DRUMS for each school year and reporting periods.
- Plans school-wide safety drills.
- Prepares student registration and tracks incoming registration for referral to LAT and/or Principal.
- Sends and follows-up on parental consent for counselling, assessments, and other services (OT, SLP etc.)
- Drafts and distributes letters and resources to go home for students K-3 who are below grade level for reading and math.
- Checks student files for psych education or speech assessments and updates word document when these students should be re-assessed. Updates student services form as necessary.
- Adheres to and works within the established OSCS guidelines/practices, as well as school and organizational policies (PIB Human Resource Policy/Financial Administration Law).
- Performs other duties and responsibilities, as assigned by the Principal, and as deemed necessary for the smooth operation of the school.
- Reviews plan & expectation for students preparing to re-enter class.

Job Supervisory Roles:

- Students requiring quiet space.

External Responsibilities:

- Positively represents PIB and Outma offsite.
- Positive/healthy role modeling (healthy choices, lifestyle, etc.).

Reports to:

- School Principal and Learning Assistance Teacher

Accountability

- Deliverables and standards will be based on a basic knowledge of budgeting finances.
- Reports to be completed include:
 - Nominal roll and Reciprocal Tuition reports to INAC and FNEC
 - Grant searching, proposals, budgeting, and reporting
 - Departmental operation manual to be used include:
 - Human resources policy; School policies and procedures; FNEC guidelines; INAC guidelines

Relationships

Supervision received and given will be low. Other positions that will report to you with student data are teachers and education assistants. Internally this position will report to the School Principal, Learning Assistance Teacher.

Decision Making

Level of decision-making expected for this position is medium. In addition, you may be required to support school staff in dealing with a situation if something should happen to a child while on a field trip (i.e., whether they need medical attention or to contact parents).

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12
- Post-secondary education with a Diploma in Business Administration

Other Certification, Licenses, Designations and/or Training

- Comprehensive knowledge of DRUMS program, Excel, desktop publishing, and office calendar/scheduling software.
- Criminal record check including vulnerable sectors.

Specific Job Skills and Levels

- Excellent communication skills both verbal and written.
- Evidence of clear focused communication.
- Excellent time management skills.
- Understanding of human resources processes and ability to create relationships with teams.
- Pragmatic approach to problem solving.
- Active listening skills
- Service Orientation
 - Actively looking for ways to assist Principal and Administrative Team

Minimum Level of Experience

- One (1) year experience in an administrative/office management/support capacity.
- Knowledge of Penticton Indian Band community, culture, and services

Personality Traits (Required to be successful in position)

- | | |
|--------------------|---------------------|
| • Outgoing | • Polite |
| • Loyal | • Trustworthy |
| • Respectful | • Honest |
| • Reliable | • Resourceful |
| • Professional | • Calm and flexible |
| • Highly Organized | • Confidential |
| • Reliable | |

Working Conditions:

- Safe and positive environment
- Drug and alcohol-free workplace
- Busy and stimulating
- Unpredictable due to working with children.
- Exposure to noise – school setting
- Manual dexterity – use of desktop computer and peripherals.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

February 10, 2023

**Send your Resume to Senior Manager, Human Resources
Rory Gabriel at jobs@pib.ca**