

ROLE OF EXECUTIVE ASSISTANT

Background

Guided by the Division's mission, vision, principles and beliefs and motto, the Executive Assistant will assist the Secretary Treasurer and the Superintendent in fulfilling the general and specific aspects of the role descriptions for the Secretary Treasurer and the Superintendent as defined in the Education Act and Board policy.

Procedures

The Executive Assistant is directly responsible and accountable to the Secretary Treasurer.

The Executive Assistant will have specific responsibilities for:

1. Executive Assistant to the Superintendent
 - 1.1 Processes correspondence for the Superintendent, including filing and archives of information.
 - 1.2 Compiles the Superintendent's monthly report to the Board.
 - 1.3 Prepares the Superintendent's monthly expense statement.
 - 1.4 Assists the Superintendent and Deputy in the drafting, design and subsequent posting of the Three Year Education Plan/Annual Education Results Report.
 - 1.5 Assists the Superintendent in the preparations for the annual Superintendent's evaluation.
 - 1.6 Attends and provides administrative support for the Superintendent Evaluation workshop.
 - 1.7 Provides administrative support for the Student Academic Achievement and Scholarship Awards program.
 - 1.8 Provides administrative support for the School Year Calendar process.
 - 1.9 Provides general administrative support for the Superintendent.
2. Executive Assistant to the Deputy Superintendent
 - 2.1 Prepares outgoing correspondence.
 - 2.2 Tracks all student suspensions.
 - 2.3 Organizes Student Administrative Reviews and Student Discipline Committee meetings.
 - 2.4 Prepares materials for submission to the Attendance Board.
 - 2.5 Provides administrative support for the Board Innovation Project and the PAT

- Standard of Excellence programs.
- 2.6 Provides administrative support for the Diploma Preparation program.
 - 2.7 Provides administrative support for the Instructional Leaders meeting.
 - 2.8 Provides general administrative support for the Deputy Superintendent.
3. Executive Assistant to the Assistant Superintendent
 - 3.1 Assists the Assistant Superintendent in the Administrator appointment process.
 - 3.2 Provides general administrative support for the Assistant Superintendent.
 4. Executive Assistant to the Secretary Treasurer
 - 4.1 Prepares outgoing correspondence.
 - 4.2 Prepares all Board agenda packages and minutes of all Board meetings; posts as directed.
 - 4.3 Prepares a list of Board directives from each Board meeting.
 - 4.4 Provides general administrative support for the Secretary Treasurer.
 - 4.5 Supports the Secretary Treasurer in the organization and oversight of Board elections.
 5. Organizational Management
 - 5.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
 - 5.2 Manage student cumulative records at the Division level.
 - 5.3 Manage the filing and archive system for all Board agreements.
 - 5.4 Organize, maintain and update Board and Executive Team calendars.
 - 5.5 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative and cohesive fashion.
 6. Policy
 - 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 6.2 Ensures the application of Board policy as required in the performance of duties.
 7. Communications and Community Relations
 - 7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.
 - 7.2 Makes accessible to the public the Board Policy Handbook in accordance with FOIP and in a timely and courteous manner.
 - 7.3 Keeps the Division's website current and relevant by posting Board policy

additions/revisions and other Board/Division documents.

7.4 Provides general assistance for special events for staff, schools and community.

8. Executive Team Relations

8.1 Establishes and maintains positive, professional working relations with the Executive Team.

8.2 Respects and honours the Executive Team's role and responsibilities, and facilitates the implementation of that role.

8.3 Provides information which the Executive Team requires to perform its role in an exemplary fashion.

8.4 Handles additional duties as assigned by the Executive Team.

9. Professional Practices

9.1 Models high standards of ethical conduct and a commitment to personal and professional growth.

9.2 Represents the Division in a positive, professional manner.

9.3 Models excellent time management skills and an ability to work independently with minimal supervision.

9.4 Deals effectively with the public in a timely and courteous manner.

9.5 Maintains a professional attitude and appearance.

9.6 Demonstrates an ability to work in a team-oriented, collaborative environment.

9.7 Demonstrates an understanding of and provides support for Board governance structures and Division priorities.

Adopted/Reviewed: JUL 2017/NOV 2019

References: Sections 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act