

EXECUTIVE ASSISTANT: PROGRAM, INSTRUCTION AND STUDENT SERVICES

Background

The job profile and expectation for all Executive Assistants is as outlined in Administrative Procedure 471 - Executive Assistant: Role and Responsibilities.

Procedures

The Executive Assistant will have specific responsibilities for:

1. Clerical

- 1.1 Provide support to the Superintendent of Program Development, Superintendent of Instruction and Learning and Superintendent of Student Services. Tasks may include but are not limited to:
 - 1.1.1 Type letters when required.
 - 1.1.2 Photocopy and fax materials.
 - 1.1.3 Create PowerPoint presentations, spreadsheets, graphs, charts, documents and posters as assigned.
 - 1.1.4 Schedule job applicants for interviews when required.
 - 1.1.5 Filing according to Superintendent's needs.

2. Meetings/Conferences outside of Fairview Education Centre

- 2.1 Serve coffee and beverages for meetings.
- 2.2 Plan meals for meetings (keeping in mind dietary restrictions and preferences).
- 2.3 Pick up food from restaurant/grocery store.
- 2.4 Clean up after meetings (wash dishes, take out garbage, wash tables, recycling).
- 2.5 Ensure all facilities/equipment are booked.

3. Meeting Arrangements: Program, Instruction and Student Services

- 3.1 Make hotel arrangements for guests to Good Spirit School Division, as well as for Good Spirit School Division Superintendents.
- 3.2 Prepare and send out Notices, Reminders, and Agendas to meeting participants.
- 3.3 Obtain required meeting materials.
- 3.4 Photocopy and make booklets for meetings.
- 3.5 Register participants for meetings and making payment arrangements when required.
- 3.6 Type and distribute minutes following meetings.

- 3.7 Compile and summarize feedback surveys for distribution.
- 3.8 Division-wide professional development will be coordinated by individuals performing the role of Executive Assistant: Appendix C.
4. Purchasing
 - 4.1 Code all Superintendent purchase orders and invoices as required; obtain appropriate authorization for payment purposes.
 - 4.2 Order materials for:
 - 4.2.1 Superintendents as needed.
 - 4.2.2 Cultural Advocates.
 - 4.2.3 For schools:
 - 4.2.3.1 Curriculum-related resources
5. Payroll Duties
 - 5.1 Obtain names of SPDU, SELU and SIDRU meeting participants and deliver to payroll.
6. Financial
 - 6.1 Monitor budgets as required by Superintendents.
 - 6.2 Allocate resources to schools as advised.
7. Travel Expense/Reimbursement Forms
 - 7.1 Fill out Travel Expense Forms for Cultural Advocates and submit to Accounting Department.
 - 7.2 Ensure proper coding, distribution and submission of expense forms at the completion of Superintendent meetings as required.
8. Teacher Accreditation
 - 8.1 Obtain Director's signature.
 - 8.2 Photocopy application form and mail original to Ministry of Education.
 - 8.3 Type congratulation letters and distribute approved accreditation applications to appropriate individuals.
9. Standardized Testing
 - 9.1 Canadian Achievement Testing (CAT)
 - 9.1.1 Obtain classroom participation data from schools.
 - 9.1.2 Order of testing materials from Canadian Test Centre.
 - 9.1.3 Ship materials to schools when received.
 - 9.1.4 Advise and liaise with Principals/Teachers regarding testing procedures.
 - 9.1.5 Receive test materials back from schools when completed.
 - 9.1.6 Check, sort, and mark (if required) all answer sheets.
 - 9.1.7 Ship materials for scoring.
 - 9.1.8 Distribute final scoring reports accordingly.

9.2 Assessment for Learning

- 9.2.1 Obtain classroom participation data from schools.
- 9.2.2 Prepare participation report and submit to Ministry of Education.
- 9.2.3 Receive Assessment for Learning materials from the Ministry of Education.
- 9.2.4 Distribute Assessment for Learning materials to schools.
- 9.2.5 Advise and liaise with Principals/Teachers regarding testing procedures.
- 9.2.6 Receive completed assessments from schools when completed.
- 9.2.7 Ship materials to Ministry of Education for scoring.
- 9.2.8 Distribute final scoring reports accordingly.

10. Reception

- 10.1 Share responsibility for reception during coffee breaks in consultation with the Receptionist and other two Executive Assistants.
- 10.2 Share responsibility for reception in the absence of both the Receptionist and Executive Assistant of Business Administration with the other Executive Assistant.

11. Confidentiality

- 11.1 At no time should an Executive Assistant discuss, in public, information pertaining to employees, students or the operation of the division. An Executive Assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

12. Other Duties As Assigned

- 12.1 Performs other duties and obligations as assigned by the Superintendent of Program Development, Superintendent of Instruction and Learning, and Superintendent of Student Services.

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