

EXECUTIVE ASSISTANT: GOVERNANCE and SCHOOL OPERATIONS

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 for the Governance function. Tasks may include but are not limited to:
 - 1.1.1 Preparation of monthly Board meeting packages including posting the information to the Board intranet site.
 - 1.1.2 Register Board members for annual events.
 - 1.1.3 Preparation of Director's Annual Evaluation binders.
 - 1.1.4 Assist facilitator of Board Self-Evaluation including the distribution and collection of data.
- 1.2 Provide support to the Superintendents' of Schools. Tasks may include but are not limited to:
 - 1.2.1 Type letters when required.
 - 1.2.2 Photocopy and fax materials.
 - 1.2.3 Create PowerPoint presentations, spreadsheets, graphs, charts, documents and posters as assigned.
 - 1.2.4 Schedule job applicants for interviews when required.
 - 1.2.5 Filing according to Superintendents' of Schools needs.
- 1.3 Provide Central Administration support. Task may include but are not limited to:
 - 1.3.1 Prepare Agenda for School Administrator meetings.
 - 1.3.2 Prepare weekly Friday File communication (action and information items and reminder dates) for electronic distribution.
 - 1.3.3 Collect school supply lists from schools in June and distribute to local businesses selling school supplies.

2. Meetings/Conferences inside 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: Superintendents' of Schools
 - 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 B.
4. Purchasing
 - 4.1 Code all Superintendents' of Schools purchase orders/invoices; obtain appropriate authorization for payment purposes.
 - 4.2 Order materials for:
 - 4.2.1 Schools:
 - 4.2.1.1 Teacher agendas
 - 4.2.1.2 Cumulative records
5. Reception
 - 5.1 Share responsibility for reception during coffee breaks in consultation with the Receptionist and other two Executive Assistants.
 - 5.2 Share responsibility for reception in the absence of both the Receptionist and Executive Assistant of Business Administration with the other Executive Assistant.
6. Enrolments
 - 6.1 Obtain current and projected enrolment information from schools/Superintendents and input into spreadsheet.
 - 6.2 Provide Communications Coordinator with updated enrolments to be placed on the school division's website.
 - 6.3 Obtain current and projected FTE information from Superintendent/Human Resource Manager and use to calculate PTR.
7. School Community Councils
 - 7.1 Create yearly School Community Councils directory for all schools and distribute accordingly.
 - 7.2 Prepare School Community Councils Constitution Books and present to Board.

8. Confidentiality

- 8.1 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*.

9. Other Duties as Assigned

- 9.1 Performs other duties and obligations as assigned by the Director and Superintendents' of Schools.

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