#### assistant TO THE DIRECTOR

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| **Portfolio:** | Assistant to the Director |
| **Reports Directly to:** | Director of Education |
| **Reports Indirectly to:** | NA |
| **Direct Reports:** | NA |
| **Department/Location:** | Good Spirit Education Complex – Yorkton, SK |
| **Salary Range:** | $78,040 - $91,503 |
| **Last Updated:** | June 2023 |

**Profile**

Guided by Good Spirit School Division’s foundational statements, the Assistant to the Director is an integral player on the central administrative team.

The Assistant to the Director plans, organizes, directs, controls, and evaluates the activities of the school division that are integral to the success of Director of Education and the administrative tasks of the school division. This will include the creation of statistical reports, communications including In Focus and media releases, Board meeting preparation, coordinate and develop Annual Report, the development of employee and division calendars, ministry reporting (eg. School Closure checklist), track Out of Attendance Area requests, track and report student discipline reporting, and other school division administrative matters.

This position will assist in the development of strategies and processes to build strong stakeholder relationships, and promote a healthy, productive and engaged work environment aligned with the Division’s Mission, Vision and Values. The Assistant to the Director assists the Senior Admin in fulfilling the general and specific aspects of their work and will represent the Division in an ethical, positive, and professional manner. This position works toward 4 strategic focus and long-term goals.

1. **Student Welfare**

Role Expectations:

RE 1.1 Provide support for student welfare processes.

Quality Indicators relative to student well-being:

QI 1.1 Develop monthly student incident reports for the Director.

QI 1.2 Coordinate the student discipline committee processes as per Board Policy 13 and Administrative Procedure 351.

1. **Educational Leadership**

Role Expectations:

RE 2.1 Provide support for the collection and analysis of student learning information.

Quality Indicators relative to educational leadership:

QI 2.1 The Assistant to the Director ensures the Division’s academic results are published.

QI 2.2 Responsible for the collection and analysis of school enrolments.

QI 2.3 Assist in the development of the annual school year calendar to ensure

compliance with locally negotiated agreements and provincial statutory

holidays.

1. **Policy and Administrative Procedures**

Role Expectations:

RE 3.1 Implements relevant Board policy and Administrative Procedures with integrity in a timely fashion within areas of assigned responsibilities.

RE 3.2 Ensures divisional compliance with all legislative, Ministry of Education and Board mandates (timelines and quality) within areas of responsibility.

Quality Indicators relative to policy role:

QI 3.1 Ensures compliance with relevant Board policy and Administrative Procedures as required in the performance of duties.

QI 3.2 Ensure board policies are up to date and are compliant with the school division Administrative Procedures and the Education Act.

QI 3.3 Assist with the revision of Administrative Procedures.

QI 3.4 Collection of data and procedural compliance related to the School Review process.

1. **Assistant to the Director / Director / Board Relations**

Role Expectations:

RE 4.1 Establishes and maintains positive, professional working relations with the Director.

RE 4.2 Honours and facilitates the implementation of the Board’s roles and responsibilities as defined in Board policy.

RE 4.3 Provides the information which the Director requires to perform their role.

RE 4.4 The Assistant to the Director reports directly to the Director and in-directly as delegated by the Director to the Chief Financial Officer.

Quality Indicators relative to Director/Board relations:

QI 4.1 Board agendas and the Director’s reports are prepared and distributed to trustees in sufficient time to allow for appropriate trustee preparation for the meeting.

QI 4.2 The Assistant to the Director interacts with the Director in an open, honest, pro-active and professional manner.

QI 4.3 The Assistant to the Director ensures high quality management services are provided to the Director.

QI 4.4 Prepare board agenda, events and communications from the Board

QI 4.5 Assist with the development of the Board Annual Work Plan

QI 4.6 Assist with the Director/CEO Evaluation.

QI 4.7 Take notes of highly confidential subjects including but not limited to

 Executive and Board meetings.

1. **Strategic Planning & Reporting**

Role Expectations:

RE 5.1 Supports the strategic planning process.

RE 5.2 Implements plans as approved.

RE 5.3 Demonstrates effective organizational skills resulting in Director compliance with all legal, Ministerial and Board mandates and timelines.

Quality Indicators relative to strategic planning and reporting:

QI 5.1 Reports at least annually on results achieved within areas of assigned responsibility.

QI 5.2 Support Director compliance with all Ministry of Education and Board mandates (timelines and quality).

QI 5.3 Prepare and organize the school division’s Annual Report.

QI 5.4 Ensure strategic goals are communicated through the organization and distribution of the In Focus Report.

1. **Organizational Management**

Role Expectations:

RE 6.1 Demonstrates effective organizational skills resulting in Director compliance with all legal, Ministerial and Board mandates and timelines.

Quality Indicators relative to organizational management:

QI 6.1 Support Director compliance with all Ministry of Education and Board mandates (timelines and quality).

1. **Communications and Community Relations**

Role Expectations:

RE 7.1 Takes appropriate actions to ensure positive external and internal communications are developed in areas of assigned responsibility in accordance with Division strategy and expectations.

RE 7.2 Serve as secondary point of contact for the Director and Chief Financial Officer.

RE 7.3 Assists with the communication to and from School Community Council’s; schedule events and prepare communications for SCCs on behalf of the Board & Division.

Quality Indicators relative to communications and community relations:

QI 7.1 Develop and implement communications strategies and initiatives that resonate with students, staff, communities, and stakeholders and promote GSSD’s schools, innovations, successes, and challenges, including Education Week, system events, performance results and selected staff, school and student accomplishments.

QI 7.2 Assist with the communication School Community Council’s; schedule events and prepare communications for SCCs on behalf of the Board & Division.

QI 7.3 Responsible for the selection of highlighted feature stories and announcements on division websites and social media.

QI 7.4 Responsible for promoting Division initiatives and innovative programming.

QI 7.5 Promote consistent branding and corporate identity across all internal and

 external communications channels.

QI 7.6 Manages conflict effectively.

QI 7.7 Ensures information regarding Board and Division initiatives and priorities are disseminated to inform the electorate.

QI 7.8 Works cooperatively with the media to represent the Director’s views/positions.

QI 7.9 Assist with communications and community relations including the In Focus, and the Friday File.

QI 7.10 Monitor and update the Division website and provide portal support, when required.

1. **Leadership Practices**

Role Expectations:

RE 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out assigned duties.

RE 8.2 Develop performance metrics for the purpose of monitoring and evaluating operational performance areas of assigned responsibility.

RE 8.3 Consistently act in accordance with the division value statements.

RE 8.4 Recognizes the sensitive nature and the impact of potential solutions on the Division and seeks input from the Senior Admin.

Quality Indicators relative to leadership practices:

QI 8.1 Provides effective service and leadership within areas of responsibility.

QI 8.2 Prepares and communicates decisions within areas of responsibility.

QI 8.3 Establishes and maintains positive, professional working relationships with staff.

QI 8.4 Unites people towards a common sense of purpose and alignment with Divisional goals in the provision of services within areas of assigned responsibility.

QI 8.5 Demonstrates a high commitment to the needs of staff and students.

QI 8.6 Effectively solves problems.

QI 8.7 Continuously reviews and improves practice, based on performance data.

QI 8.8 Demonstrates a high commitment to the needs of employees.

QI 8.9 Works collaboratively with other services to ensure the sharing of information as required within areas of responsibility.

QI 8.10 Exhibits a high level of personal, professional and organizational integrity.

QI 8.11 Models a commitment to personal and professional growth.

QI 8.12 Empowers others.

QI 8.13 Models high ethical standards of conduct.

QI 8.14 Maintaining confidentiality at all times.

QI 8.15 Maintaining current with required technology to effectively execute assigned duties.

Note: Leadership practices may be examined upon the direction of the Director. Normally leadership practices are self-monitored by the Assistant to the Director.

**Qualifications**

* Minimum Grade 12 diploma or equivalent
* A degree, diploma or certificate in Communications or Business Administration would be considered a definite asset.

**Quality & Organization of Work**

* Analytical with the ability to recognize areas of concern or opportunity for efficiencies
* Attention to detail and ensure work is consistently completed and accurate within expected timeframes
* Demonstrates effective organizational skills resulting in the organization’s compliance with all legal, Ministerial and Board mandates and timelines.

**Adaptability & Flexibility**

* Ability to embrace change and work in a high paced environment
* Able to work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one’s approach as the requirements of a situation change

**Communication**

* Ability to deal with people sensitively and professionally always.
* Effective communication skills both oral, written and media

**Job Knowledge**

* Committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks. One must demonstrate his or her ability to effectively create, manipulate and utilize spreadsheets, word documents, file management, email calendar and social media platforms.
* On-going commitment to personal professional growth and development.

**Cooperation & Teamwork**

* Strong interpersonal skills with a proven ability to build trusting, collaborative work environments with a variety of stakeholders in education
* This position involves working collaboratively with, and under the direction of the Director of Education. As a result, a strong relationship with all school and GSEC personnel and community members is required on a daily basis.
* The Assistant to the Director must have the ability to work as a team player and work independently with minimal supervision

**Working Conditions**

* Out of Scope based on a 12- month calendar
* Office at Good Spirit Education Complex