



ADMINISTRATIVE PROCEDURE 483
EXECUTIVE ASSISTANT
ROLE AND RESPONSIBILITY STATEMENT

Background

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Executive Assistant will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, and Board Policy.

Procedures

The Executive Assistant will report directly to the Superintendent of Schools and Assistant Superintendent – Business Services and will have specific responsibilities for:

1. Leadership Practices

- 1.1 The Executive Assistant is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- 1.2 Actively demonstrates and subscribes to the practice of leadership.
- 1.3 Works collaboratively with the Superintendent, Assistant Superintendent - Business Services, and Board of Trustees.
- 1.4 Works to achieve goals of the Division.
- 1.5 Assists in the coordination of Board and Administrative activities and monitors the activities that are related to the duties of this position.
- 1.6 Provides direction regarding system protocols and establishes standards for office systems.
- 1.7 Manages workload with limited prescribed structure and/or supervision.
- 1.8 Interacts with and provides direction and support to other staff members as required or requested.

2. Administrative Responsibilities

- 2.1 Acts as confidential secretary for the Superintendent of Schools, Assistant Superintendent - Business Services and Board of Trustees and provides support to other administrators as required.

- 2.2 Prepares confidential personnel and legal related correspondence, contracts, individual contracts, forms and reports as required.
 - 2.3 Composes draft Administrative and Board correspondence and finalizes preparation of these documents. Also, edits and formats administrative correspondence and documents for distribution.
 - 2.4 Prepares and distributes Board packages for Regular and Special Board Meetings.
 - 2.5 Acts as Recording Secretary for Regular and Special Board Meetings and transcribes final documents. Also ensures publication and preservation of these documents.
 - 2.6 Prepares legal documentation for students recommended to the Attendance Board.
 - 2.7 Organizes and prepares for expulsion hearings across the division.
 - 2.8 Organizes and prepares documentation for International Students that are arranged through the Superintendent.
3. Coordinates Board and Administrative Activities
 - 3.1 Coordinates and registers trustees and administrators for conferences, workshops, and business meetings
 - 3.2 Coordinates Annual Retirement Function.
 - 3.3 Works as part of the team in organizing the Welcome Back event and Long Service Awards.
4. Policy
 - 4.1 Prepares Board Policy and Administrative Procedures updates.
 - 4.2 Recommends Administrative Procedures and Policy amendments identified through application of processes.
 - 4.3 Tracks Board Policy and Administrative Procedures development process.
5. Other Duties and Obligations
 - 5.1 Performs other duties and obligations as assigned by the Superintendent of Schools and Assistant Superintendent – Business Services.

Reference: Section 60, 61, 113, 116, 117 School Act

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