

**ADMINISTRATIVE PROCEDURE NO. 456****THE ROLE OF THE PROGRAM ADMINISTRATOR– STUDENT SERVICES**

The Program Administrator – Student Services reports to the Associate Superintendent of Student Services, providing administrative assistance and support to Student Services and the International Services Program.

**Performance Responsibilities**

- Projects a positive image with staff, visitors and callers;
- Performs the preparation and creation of various documents, reports and confidential correspondence for distribution in a timely manner;
- Assists in the organization of meetings and special events;
- Supports the initiation and implementation of programming for Student Services (including Early Childhood Services) and International Services;
- Tracks monthly Visa receipts and code to appropriate accounts;
- When needed, orders equipment, consumable items and testing materials;
- Maintains filing system of reports;
- Books facilities and coordinates catering for meetings;
- Assists in the coordination and implementation of International Services activities;
- Maintains accurate budget spreadsheets;
- Responsible for processing International Services accounts payable;
- E.A. Staffing – track and maintain spreadsheets by school (including coding);
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

**Performance Appraisal**

1. Regular appraisal of the performance of the Program Administrator – Student Services is a responsibility of the Associate Superintendent: Student Services. In carrying out this responsibility, it is recognized that the Program Administrator – Student Services is entitled to such a review in an objective, fair and straightforward manner so that her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Program Administrator – Student Services as outlined above.

3. The Associate Superintendent: Student Services and the Program Administrator – Student Services will develop and agree upon the procedures for carrying out an effective performance appraisal.