

ADMINISTRATIVE PROCEDURE NO. 444

THE ROLE OF THE EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND THE BOARD

Background

The Executive Assistant to the Superintendent and the Board assists the Superintendent with the day-to-day operational planning and preparedness and provides secretarial assistance to the Superintendent. The Executive Assistant to the Superintendent and the Board reports directly to the Superintendent.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Assists the Superintendent team by preparing correspondence and projects as requested;
- Prepares the Superintendent's Division Accountability Report and Division Newsletter, and distributes as appropriate;
- Prepares the agenda packages for all Board, Administration, and ad hoc meetings;
- Acts as recording secretary at all Board meetings;
- Prepares and distributes the minutes of the Board and Administration meetings as appropriate and ensures that they are filed accordingly;
- Prepares the Annual Education Results Report and Three-Year Education Plan for submission to Alberta Education;
- Provides a copy of adopted reports and plans to the Technology Department to be placed on the jurisdiction website;
- Assists with policy and administrative procedure development by distributing draft and adopted policies and procedures, and sending adopted policies and procedures for inclusion in electronic format;
- Updates policies, administrative procedures, forms and manuals on the school division website;
- Provides research support for Superintendents as required;
- Performs higher level clerical tasks in support of the Board and Superintendents;
- Prepares Board self-evaluation and Superintendent's evaluation reports;
- Liaises with Board members to assist with their scheduling, duties and distribution of information;
- Coordinates School Administration Team review meetings, prepares agendas, etc.
- Assists and coordinates the organization of special events;
- Maintains confidentiality in all administrative, correspondence, and legal matters;

- 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 Executive Assistant – Superintendent/Board is a responsibility of the Superintendent. In carrying out this responsibility, it is recognized that the Executive Assistant – Superintendent/Board is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Executive Assistant – Superintendent/Board as outlined above.
3. The Superintendent and the Executive Assistant – Superintendent/Board will develop and agree upon the procedures for carrying out an effective performance appraisal.