

## ADMINISTRATIVE PROCEDURE NO. 447

### THE ROLE OF THE EXECUTIVE ASSISTANT – LEARNING SERVICES

The Executive Assistant – Learning Services reports to the Associate Superintendent - Learning Services, providing administrative assistance and support under limited direction from the Associate Superintendent- Learning Services.

#### Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Reconciles previous years' Learning Services and AISI budgets to actual, and assists in the preparation of new budgets;
- Processes and codes accounts payable and receivable invoices for Learning Services and AISI;
- Processes and codes visa slips via Cardholder program for Learning Services and AISI;
- Prints financial information via Masterworks and analyzes Learning Services and AISI financial information;
- Imports and collates Provincial Achievement Tests, Diploma Exam, and Accountability Pillar results via Extranet into a format for analysis;
- Creates and maintains the master calendar for the Learning Services and Student Services departments;
- Co-ordinates student teacher program with University of Alberta and Red Deer College;
- Provides administrative support for Learning Services committees and Administrative meeting support;
- Processes requests from certificated staff for Learning Services and religion resources;
- Coordinates professional development requirements with substitute replacement administrator for AISI and Learning Services;
- Assists with major Division functions (Division Opening, Division Opening Professional Development Day, New Teacher Orientation, Faith Day, Division Professional Development Day);
- Prepares and assists in the approval of AISI proposals and reports via Extranet as required by Alberta Education;
- Books conferences as required;
- 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 - Learning Services is the responsibility of the Associate Superintendent - Learning Services. In carrying out this responsibility, it is recognized that the Executive Assistant - Learning Services 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 – Learning Services as outlined above.
3. The Associate Superintendent - Learning Services and the Executive Assistant - Learning Services will develop and agree upon the procedures for carrying out an effective performance appraisal.