

## **ROLE OF EXECUTIVE ASSISTANT**

### **Background**

Guided by the Division's vision, mission, beliefs, values, and goals, the Executive Assistant will provide administrative support to the office of the Superintendent.

### **Procedures**

The Executive Assistant is directly responsible and accountable to the Senior Team.

The Executive Assistant will have specific responsibilities for:

1. Executive Assistant to the Senior Team
  - 1.1 Processes correspondence for the Senior Team, including filing and archives of information as requested.
  - 1.2 Assists the Superintendent in the preparations for the annual Superintendent's evaluation.
  - 1.3 Assists the Senior Team in the construction of meeting materials and information packages.
  - 1.4 Provides general administrative support.
2. Organizational Management
  - 2.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Senior Team requests.
  - 2.2 Arranges and provides public notice of all Board meetings and other proceedings as required in the operation of the Division.
  - 2.3 Attends all Board meetings; ensures accuracy of recording of Board proceedings in minutes.
  - 2.4 Manages Field Trip Forms, Incident Reports, Suspension Letters and supports in the running and organization of the International Education Program. Manages the filing and archive system for all Board packages.
  - 2.5 Organizes, maintains and updates Board and Executive Team calendars.
  - 2.6 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative and cohesive fashion.

### 3. Policy/Administrative Procedures

- 3.1 Assists the Superintendent in the planning, development, implementation, and evaluation of Board policies and Administrative Procedures within areas of responsibility.
- 3.2 Ensures the application of Board policies and Administrative Procedures as required in the performance of duties.
- 3.3 Supports the review and updates of Board policies and administrative procedures.

### 4. Communications and Community Relations

- 4.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.
- 4.2 Under the direction of the corporate Secretary-Treasurer, makes accessible to the public Board Policies and Administrative Procedures in accordance with FOIP and in a timely and courteous manner.
- 4.3 Keeps the Division's website current and relevant by posting Board policy additions/revisions and other Board/Division documents.

### 5. Superintendent and Senior Team Relations

- 5.1 Establishes and maintains positive, professional working relations with the Superintendent and Senior Team.
- 5.2 Honours and facilitates the implementation of the Board's Roles and Responsibilities as defined in Board policy.
- 5.3 Provides information that the Superintendent requires to perform her role in an exemplary fashion.
- 5.4 Performs other duties and obligations as assigned by the Superintendent and Senior Team.

### 6. Professional Practices

- 6.1 Models high standards of ethical conduct and a commitment to personal and professional growth.
- 6.2 Represents the Division in a positive, professional manner.
- 6.3 Models excellent time management skills and an ability to work independently with minimal supervision.
- 6.4 Deals effectively with the public in a timely and courteous manner.
- 6.5 Maintains a professional attitude and appearance.
- 6.6 Demonstrates an ability to work in a team-oriented, collaborative environment.

Reference: Section 11, 33,52,53,68,196,197,204,222,225 Education Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act Labour  
Relations Code

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