

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES

ADMINISTRATIVE ASSISTANT - SUPERINTENDENT

1. **Position Summary**

As a member of the Superintendent's team, under the direction of the Superintendent, perform secretarial and administrative duties including preparation of board material, recording secretary of the Board of Trustees and provide assistance to trustees, school administration, school staff and the public.

2. **Duties**

a) **Administration**

- Prepare highly responsible and exacting correspondence and reports containing highly sensitive and confidential information.
- Interpret instructions and issues arising and then implement actions according to Divisional policy and procedure.
- Research and investigate information to enable strategic decision-making by others.
- Prepare correspondence, compile data, statistics and other information.
- Open, sort and direct incoming mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Set up and maintain an efficient central filing system and ensure the security of confidential files.
- Distribute and/or scan to email trustee notifications and invitations when time frames are short.
- Supervise and complete performance evaluation of the receptionist every two years.

2. Duties

a) Administration

- Prepare and distribute board agendas and background materials and make all the necessary arrangements for the meetings.
- Record minutes and maintain minutes and administrative notes of all regular board meetings.
- Prepare and distribute administrators' meetings agendas and notes and make arrangements for the administrators meetings.

b) Computer Function

- Word process items such as: board material, agendas, minutes, newsletters, and advertisements, compose routine correspondence, memos, letters and reports.
- Maintain the web based Board Agenda program and add agenda and background materials.
- Maintain the Division's Policy Manual and the School Board section on the Divisional Website.
- Co-ordinate meetings, appointments and maintain various calendars such as: Provincial, School Day, Superintendent, School Board, Board Meetings and Administrators Meetings.

c) Public Relations

- Answer incoming calls, assess urgency of callers' requests, screen and relay messages, receive visitors, answer callers' request in accordance with the Division's policies and procedures and arrange meetings and appointments.
- Represent the Division at the Metro Superintendents' Secretaries' Meeting and prepare agendas and minutes on a rotational basis.
- Assist staff, trustees, outside organizations and visitors.

2. Duties

d) Other Duties

- Organize and coordinate events such as: teacher appreciation, volunteer appreciation, long service retirement dinner, board/superintendent retreat.
- Co-ordinate the annual staff flu immunization clinic.
- Advertise the annual Public Budget Consultation Meeting and send an invitation to the municipalities and parent councils to review the budget.
- Process conference registrations and make travel arrangements for the Superintendent and Trustees.
- Order office supplies, process credit card payments, track costs and arrange payments.
- Set up administrator interview schedules, meetings with association/unions and maintain grievance files.
- Set up meetings with MLA's, Ministers, architects, employees, parents and outside organizations.
- Make all arrangements, prepare agenda, notes and attend the annual Board/Superintendent retreat.
- Assist the Secretary-Treasurer periodically, as requested and as time permits for highly confidential work.
- Other duties as assigned.

3. Education

- Grade XII.
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, key boarding and basic accounting.
- Typing 60 w.p.m.

3. Education

- Use office equipment such as computers, multi-line phone, voice mail, photocopier, calculator, scanner, fax.
- Knowledge of student and human resource software – C.I.M.S.
- Knowledge of PHIA and FIPPA Acts.
- Participate in ongoing professional development.

4. Experience

- 3 to 5 years previous experience, plus 2 year on-the-job training which includes in-house computer training.

5. Physical Demands

- Intense visual and mental concentration, eyestrain from computer, deadlines and sitting for long periods of time.
- Lift office supplies and central file storage boxes as required.

6. Working Conditions

- Exposure to noise of staff and frequent interruptions with conflicting demands and deadlines.
- Need to meet frequent crucial deadlines.
- Required to work evenings on Regular Board Meeting nights.
- Occasional after hour attendance at educational seminars is required.