



Executive Assistant Job Description

General Accountability

This position is accountable for providing executive level administrative support to the office of the Superintendent/CEO and the Park West School Division's Board of Trustees, with responsibility for ensuring that administrative action at the executive and governance levels of the Division are carried out in an efficient, effective and timely manner.

The Executive Assistant is expected to perform duties independently, as well as part of the administrative team, and requires a high degree of confidentiality. The performance of these duties will be in accordance with government and Division policies and procedures.

The Executive Assistant provides confidential support services to the Superintendent/CEO, and the Board of Trustees. The Executive Assistant must establish and maintain a close working relationship with the Superintendent/CEO, and the Board of Trustees.

Controls on Freedom to Act

The Executive Assistant functions under the direction of the Superintendent/CEO. However, this position has the autonomy to perform the full scope of duties with minimal supervision from the Superintendent/CEO. The Executive Assistant must be able to meet strict deadlines and work independently under pressure.

Contacts

The Executive Assistant has considerable contact with the schools of Park West School Division with which the Superintendent/CEO maintains close working relationships.

Specific Duties and Accountability

- Provides administrative support to the Superintendent/CEO, and the Board of Trustees in a confidential, professional, and competent manner.
- Receives correspondence directed to the Superintendent/CEO, Board Chair and the Board, and redirects where appropriate.
- Prepares all correspondence and reports for the Superintendent/CEO, and the Board.
- Arranges conference registrations, travel and accommodations for the Superintendent/CEO, and the Board.
- Maintains and communicates an appropriate calendar of meetings, seminars, and conferences for the Board, Superintendent/CEO.
- Attends and records all meeting minutes with the Superintendent/CEO as required.



- Prepares and distributes the agendas, supporting materials, and minutes for Board meetings under the direction of the Superintendent/CEO.
- Supports the Board committee with the planning and implementation of Recognition Night.
- Supports the Board committee with the planning and implementation of Student Leadership Awards Banquet.
- Supports the Superintendent/CEO with the planning of Board meetings, Board functions and public events and may be asked to attend as a recorder.
- Drafts and distributes media announcements of Board meetings and other public meetings.
- Supports the Superintendent/CEO and scholarship committees with the Lauman and MacPhail Scholarship application process.
- Supports Superintendent/CEO with staffing including job advertisements, processing applications, interview scheduling, staffing letters, Limited Teacher Permit applications, and maintaining the sub-teacher list.
- Prepares and distributes the Park West Publisher and the Divisional Calendar.
- Revises and maintains the Policy Manual and Administrative Procedure Manual and distribute as required.
- Oversees and implements social, good will, and compassionate expressions from the Superintendent/CEO and Board of Trustees.
- Updates Division Website as it relates to the Office of the Superintendent/CEO and Board Governance.
- Contacts outside agencies as directed by the Superintendent/CEO.
- Conducts research as directed by the Superintendent/CEO.
- Follow FIPPA, Department and Divisional Policy regulations on pupil files and record management for the Division Office.
- May assist other senior management staff.
- Performs other duties as may be assigned by the Superintendent/CEO.