



**JOB RELATED SKILLS**

1. Provides administrative support to the Superintendent.	O	VG	S	NI	NA
2. Prepares and distributes the agendas, supporting materials, and minutes for Board meetings under the direction of Senior Administration.	O	VG	S	NI	NA
3. Maintains and communicates an appropriate calendar of meetings, seminars, and conferences for the Board, Superintendent.	O	VG	S	NI	NA
4. Prepares and distributes agendas, supporting materials and minutes for Committees of the Board, Superintendent.	O	VG	S	NI	NA
5. Prepares and distributes the Park West Publisher Newsletter.	O	VG	S	NI	NA
6. Revise and maintain policies and distribute as required.	O	VG	S	NI	NA
7. Attend and record meetings with the Superintendent as required.	O	VG	S	NI	NA
8. Makes all conference and meeting arrangements for the Board, Superintendent.	O	VG	S	NI	NA
9. Maintains an efficient filing system for all Superintendent and Board correspondence and other information including an index of the filing system.	O	VG	S	NI	NA
10. Prepares all correspondence and reports for the Superintendent and the Board, as well as other Senior Administration as required.	O	VG	S	NI	NA
11. Copy and distribute informational materials (re: workshops, Departmental directives, etc.) to schools and individuals.	O	VG	S	NI	NA
12. Follow FIPPA, Department and Divisional Policy regulations on pupil files and record management for the Division Office.	O	VG	S	NI	NA
13. Supports the Superintendent with staffing including job advertisements, processing applications, interview scheduling, staffing letters, Limited Teacher Permit applications, and maintaining the sub-teacher list.	O	VG	S	NI	NA



14.	Supports the Board committee with the planning and implementation of Recognition Night.	O	VG	S	NI	NA
15.	Supports the Superintendent with the planning of Board functions and public events.	O	VG	S	NI	NA
16.	Other related duties as assigned from time to time.	O	VG	S	NI	NA
17.	Attendance.	O	VG	S	NI	NA
18.	Public Relations					
	a) works positively as part of the PWSD team.	O	VG	S	NI	NA
	b) interacts positively with other staff.	O	VG	S	NI	NA
	c) interacts positively with the public.	O	VG	S	NI	NA
19.	Personal Qualities / Attributes					
	a) punctuality	O	VG	S	NI	NA
	b) dependability	O	VG	S	NI	NA
	c) cooperation	O	VG	S	NI	NA
	d) enthusiasm	O	VG	S	NI	NA
	e) judgment	O	VG	S	NI	NA
	f) adaptability	O	VG	S	NI	NA
	g) confidentiality	O	VG	S	NI	NA
	h) personal appearance	O	VG	S	NI	NA
	i) attitude to work	O	VG	S	NI	NA
	j) accepts responsibility	O	VG	S	NI	NA
	k) accepts direction	O	VG	S	NI	NA

Comments:

<b>Ratings:</b>	
<b>Outstanding</b>	<u>Outstanding</u> is unusual. Genuine "outstanding" performance means performance that is all one can possibly expect in all phases of the work. "Outstanding" work performance means a degree of performance that can be achieved but rarely maintained.
<b>Very Good</b>	<u>Very Good</u> means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.
<b>Satisfactory</b>	<u>Satisfactory</u> means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.
<b>Needs Improvement</b>	<u>Needs Improvement</u> means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A "Needs Improvement" rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.
<b>Not Applicable</b>	<u>Not Applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

