

High Prairie School Division  
 Executive Assistant to the Deputy Superintendent  
 Performance Assessment Guide

| <p style="text-align: center;"><b>Role Expectation:<br/>           Executive Assistant to the Deputy<br/>           Superintendent and the Communications<br/>           Coordinator</b></p>  | <p style="text-align: center;"><b>Evaluation Evidence</b></p>   | <p style="text-align: center;"><b>Quality Indicators</b></p>   |
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| <p>1.1 Processes correspondence for the Deputy Superintendent and the Communications Coordinator, including filing and archives of information on suspensions and expulsions.</p> <p>1.2 Compiles the suspension/expulsion monthly report to the Board as well as promotions/retentions data annually.</p> <p>1.3 Collects time sheet data and expense claim information for the Deputy Superintendent's monthly expense.</p> <p>1.4 Provides general administrative support for the Deputy Superintendent.</p> | <ul style="list-style-type: none"> <li>• Deputy Superintendent and Communications Coordinator correspondence</li> <li>• Deputy Superintendent's monthly and annual reports</li> <li>• Deputy Superintendent's requests</li> </ul> | <ul style="list-style-type: none"> <li>• Handles correspondence, including records retention.</li> <li>• Provides administrative support on student data as required.</li> <li>• Ensures time sheet data and expense claim information is collected as directed</li> <li>• Ensures the Deputy Superintendent is well supported.</li> </ul> |

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| <p style="text-align: center;"><b>Role Expectation:<br/>Organizational Management</b></p>  | <p style="text-align: center;"><b>Evaluation Evidence</b></p>   | <p style="text-align: center;"><b>Quality Indicators</b></p>  |
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| <p>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 Superintendent directives.</p> <p>2.2 Organizes, maintains and updates the Deputy Superintendent's calendar.</p> <p>2.3 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.</p> <p>2.4 Contributes to the Universal Handbook and disseminates as necessary</p> <p>2.5 Orders business cards, nameplates and other identification materials.</p> | <ul style="list-style-type: none"> <li>• Student records</li> <li>• Records management</li> <li>• Deputy Superintendent's calendar</li> <li>• Universal Handbook</li> <li>• Identification materials</li> <li>• Deputy Superintendent's observations</li> </ul> | <ul style="list-style-type: none"> <li>• Ensures compliance with Alberta Education and Board mandates and timelines in areas of responsibility.</li> <li>• Utilizes Division student records to provide information when required.</li> <li>• Effectively manages time and resources.</li> <li>• Effectively manages the Deputy Superintendent's calendar.</li> <li>• Effectively responds to emergency/crisis situations.</li> </ul> |

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| <p style="text-align: center;"><b>Role Expectation:<br/>Policy/Administrative Procedures</b></p>  | <p style="text-align: center;"><b>Evaluation Evidence</b></p>   | <p style="text-align: center;"><b>Quality Indicators</b></p>  |
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| <p>3.1 Assists the Deputy Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.</p> <p>3.2 Ensures the application of Board policies and administrative procedures as required in the performance of duties.</p> | <ul style="list-style-type: none"> <li>• Board Policy Handbook               <ul style="list-style-type: none"> <li>○ new policies</li> <li>○ revised policies</li> </ul> </li> <li>• Administrative Procedures Manual               <ul style="list-style-type: none"> <li>○ new procedures</li> <li>○ revised procedures</li> </ul> </li> <li>• Deputy Superintendent’s observations</li> </ul> | <ul style="list-style-type: none"> <li>• Reviews Board policies impacting areas of responsibility and brings recommendations for any change to the Deputy Superintendent.</li> <li>• Reviews relevant sections of the Administrative Procedures Manual and brings forward recommendations for revision as necessary.</li> <li>• Ensures adherence to Board policy and Administrative Procedures in her area of responsibility.</li> </ul> |

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| <b>Role Expectation:<br/>           Communications and Community Relations</b>  | <b>Evaluation Evidence</b>   | <b>Quality Indicators</b>   |
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| <p>4.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.</p> <p>4.2 Keeps the Division's website current and relevant by posting Board policy additions/revisions and other Board/Division documents.</p> <p>4.3 Provides general assistance for special events for staff, schools and community.</p> | <ul style="list-style-type: none"> <li>• Division communications plan</li> <li>• Memos and correspondence</li> <li>• Division website</li> <li>• Community consultations</li> <li>• Meetings</li> <li>• Access To Information requests</li> <li>• Interactions and correspondence</li> <li>• Special events</li> <li>• Deputy Superintendent's observations</li> </ul> | <ul style="list-style-type: none"> <li>• Ensures meetings are effectively planned.</li> <li>• Promotes positive public engagement with the Division.</li> <li>• Represents the Division in a positive, professional manner.</li> <li>• Ensures currency of materials on Division website.</li> <li>• Effectively engages in the preparation of special events as directed.</li> <li>• Handles Access To Information inquiries and requests in an effective manner.</li> <li>• Effectively prepares legal communications.</li> </ul> |

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| <p style="text-align: center;"><b>Role Expectation:<br/>Deputy Superintendent Relations</b></p>  | <p style="text-align: center;"><b>Evaluation Evidence</b></p>   | <p style="text-align: center;"><b>Quality Indicators</b></p>  |
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| <p>5.1 Establishes and maintains positive, professional working relations with the Deputy Superintendent.</p> <p>5.2 Provides information which the Deputy Superintendent requires to perform his role in an exemplary fashion.</p> <p>5.3 Handles additional duties as assigned by the Deputy Superintendent.</p> | <ul style="list-style-type: none"> <li>• Personal contacts, emails and phone calls</li> <li>• Board directives list</li> <li>• Board work plan</li> <li>• Deputy Superintendent's observations</li> </ul> | <ul style="list-style-type: none"> <li>• Implements directions of the Deputy Superintendent in a manner which is marked by high-quality service, effective conflict resolution skills, timely response and positive results.</li> <li>• Provides balanced, sufficient and concise information (and clear recommendations when appropriate) in reports requested by the Deputy Superintendent.</li> <li>• Keeps the Deputy Superintendent informed about operations within areas of responsibility.</li> </ul> |

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| <p style="text-align: center;"><b>Role Expectation:<br/>Professional Practices</b></p>   | <p style="text-align: center;"><b>Evaluation Evidence</b></p>  | <p style="text-align: center;"><b>Quality Indicators</b></p>  |
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| <p>6.1 Models high standards of ethical conduct and a commitment to personal and professional growth.</p> <p>6.2 Represents the Division in a positive, professional manner.</p> <p>6.3 Models excellent time management skills and an ability to work independently with minimal supervision.</p> <p>6.4 Deals effectively with the public in a timely and courteous manner.</p> <p>6.5 Maintains a professional attitude and appearance.</p> <p>6.6 Demonstrates an ability to work in a team-oriented, collaborative environment.</p> <p>6.7 Demonstrates an understanding of and provides support for Division priorities.</p> | <ul style="list-style-type: none"> <li>• Professional development</li> <li>• Personal calendar</li> <li>• Interactions</li> <li>• Self reflection</li> <li>• Deputy Superintendent’s observations</li> </ul> | <ul style="list-style-type: none"> <li>• Ensures skill inventory is current and relevant.</li> <li>• Engages in lifelong learning opportunities.</li> <li>• Maintains professionalism and exhibits integrity.</li> <li>• Exhibits a willingness and ability to work in teams.</li> <li>• Ensures creative, innovative approaches to required tasks.</li> <li>• Meets timelines and completes assigned tasks in a timely manner.</li> <li>• Seeks input from the Deputy Superintendent when dealing with sensitive situations.</li> <li>• Provides support in sensitive situations.</li> <li>• Ensures confidential matters are handled appropriately.</li> <li>• Understands and supports Division priorities.</li> </ul> |