

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

Role Expectation: Executive Assistant to the Superintendent	Evaluation Evidence	Quality Indicators
<p>1.1 Processes correspondence for the Superintendent, including filing and archives of information.</p> <p>1.2 Compiles the Superintendent's monthly report to the Board.</p> <p>1.3 Assists in the preparation of the Superintendent's monthly expense statement.</p> <p>1.4 Assists the Superintendent in the posting of the Education Plan and the Annual Education Results Report.</p> <p>1.5 Assists the Superintendent in the preparations for the annual Superintendent's evaluation.</p> <p>1.6 Attends and provides administrative support for the Superintendent Evaluation workshop.</p> <p>1.7 Provides general administrative support for the Superintendent.</p>	<ul style="list-style-type: none"> ● Superintendent correspondence ● Superintendent's monthly report ● Three-Year Education Plan ● Annual Education Results Report ● Superintendent evaluation workshop ● Administrators' Association action sheets, minutes, correspondence ● Scholarship and Board Recognitions ● School Calendar 	<ul style="list-style-type: none"> ● Handles correspondence, including records retention. ● Prepares monthly Superintendent report ● Provides administrative support on the Three-Year Education Plan and Annual Education Results Report ● Ensures the Superintendent evaluation workshop is effectively organized and recorded. ● Ensures Certificates of Accomplishments are prepared as directed ● Ensures the School Year Calendar process is effectively supported ● Ensures the Superintendent is well supported.

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<p style="text-align: center;">Role Expectation: Organizational Management</p>	<p style="text-align: center;">Evaluation Evidence</p>	<p style="text-align: center;">Quality Indicators</p>
<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 Manages the filing and archive system for all Board agreements and corporate records.</p> <p>2.3 Organizes, maintains and updates Board and Executive Team calendars.</p> <p>2.4 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>	<ul style="list-style-type: none"> ● Student records ● Records management ● Board and Executive Team calendars ● Superintendent’s observations ● Board observations 	<ul style="list-style-type: none"> ● Ensures compliance with Alberta Education and Board mandates and timelines in areas of responsibility. ● Utilizes Division student records to provide information when required. ● Ensures organization and record retention of Board agreements and other corporate records. ● Effectively manages time and resources. ● Effectively manages the Board and Executive Team calendars. ● Effectively responds to emergency/crisis situations.

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Role Expectation: Policy/Administrative Procedures	Evaluation Evidence	Quality Indicators
<p>3.1 Assists the 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"> ● Board Policy Handbook <ul style="list-style-type: none"> ○ new policies ○ revised policies ● Administrative Procedures Manual <ul style="list-style-type: none"> ○ new procedures ○ revised procedures ● Superintendent’s observations 	<ul style="list-style-type: none"> ● Reviews Board policies impacting areas of responsibility and brings recommendations for any change to the Superintendent. ● Reviews relevant sections of the Administrative Procedures Manual and brings forward recommendations for revision as necessary. ● Ensures adherence to Board policy and Administrative Procedures in her area of responsibility.

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Role Expectation: Communications and Community Relations	Evaluation Evidence	Quality Indicators
<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"> ● Division communications plan ● Memos and correspondence ● Division website ● Community consultations ● Meetings ● Access to Information requests ● Interactions and correspondence ● Special events ● Superintendent's observations 	<ul style="list-style-type: none"> ● Ensures meetings are effectively planned. ● Promotes positive public engagement with the Division. ● Represents the Division in a positive, professional manner. ● Ensures currency of materials on Division website. ● Effectively engages in the preparation of special events as directed. ● Handles Access To Information inquiries and requests in an effective manner. ● Effectively prepares legal communications.

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<p style="text-align: center;">Role Expectation: Superintendent Relations</p>	<p style="text-align: center;">Evaluation Evidence</p>	<p style="text-align: center;">Quality Indicators</p>
<p>5.1 Establishes and maintains positive, professional working relations with the Superintendent.</p> <p>5.2 Honours and facilitates the implementation of the Board’s roles and responsibilities as defined in Board policy.</p> <p>5.3 Provides information which the Superintendent requires to perform his role in an exemplary fashion.</p> <p>5.4 Handles additional duties as assigned by the Superintendent.</p>	<ul style="list-style-type: none"> ● Personal contacts, emails and phone calls ● Board directives list ● Board work plan ● Superintendent's observations ● Board observations 	<ul style="list-style-type: none"> ● Implements directions of the Superintendent in a manner which is marked by high-quality service, effective conflict resolution skills, timely response and positive results. ● Interacts with the Board in an open, honest and professional manner with due regard for and in a manner which strengthens the Superintendent/CEO role. ● Provides balanced, sufficient and concise information (and clear recommendations when appropriate) in reports requested by the Superintendent. ● Keeps the Superintendent informed about operations within areas of responsibility.

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<p style="text-align: center;">Role Expectation: Professional Practices</p>	<p style="text-align: center;">Evaluation Evidence</p>	<p style="text-align: center;">Quality Indicators</p>
<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 Board governance structures and Division priorities.</p>	<ul style="list-style-type: none"> ● Professional development ● Personal calendar ● Interactions ● Self reflection ● Superintendent’s observations ● Board observations 	<ul style="list-style-type: none"> ● Ensures skill inventory is current and relevant. ● Engages in lifelong learning opportunities. ● Maintains professionalism and exhibits integrity. ● Exhibits a willingness and ability to work in teams. ● Ensures creative, innovative approaches to required tasks. ● Meets timelines and completes assigned tasks in a timely manner. ● Seeks input from the Superintendent when dealing with sensitive situations. ● Provides support in sensitive situations. ● Ensures confidential matters are handled appropriately. ● Understands and supports Board governance processes.