

ROLE OF EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Background

Guided by the Division's vision, mission, and core values, the Executive Assistant will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Executive Assistant is directly responsible and accountable to the Superintendent.

Procedures

The Executive Assistant will have specific responsibilities for:

1. Executive Assistant to the Superintendent
 - 1.1 Processes correspondence for the Superintendent, including filing and archives of information.
 - 1.2 Compiles the Superintendent's monthly report to the Board.
 - 1.3 Assists in preparation of the Superintendent's monthly expense statement.
 - 1.4 Assists the Superintendent in the posting of the Education Plan and the Annual Education Results Report.
 - 1.5 Assists the Superintendent in the preparations for the annual Superintendent's evaluation.
 - 1.6 Attends and provides administrative support for the Superintendent Evaluation workshop.
 - 1.7 Provides general administrative support for the Superintendent.
2. Organizational Management
 - 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.
 - 2.2 Manages the filing and archive system for all Board agreements and corporate records.
 - 2.3 Organizes, maintains and updates Board and Executive Team calendars.
 - 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.
3. Policy/Administrative Procedures
 - 3.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
 - 3.2 Ensures the application of Board policies and administrative procedures as required in the performance of duties.

4. Communications and Community Relations

- 4.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.
- 4.2 Keeps the Division's website current and relevant by posting Board policy additions/revisions and other Board/Division documents.
- 4.3 Provides general assistance for special events for staff, schools and community.

5. Superintendent Relations

- 5.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 5.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
- 5.3 Provides information which the Superintendent requires to perform his role in an exemplary fashion.
- 5.4 Handles additional duties as assigned by the Superintendent.

6. Professional Practices

- 6.1 Models high standards of ethical conduct and a commitment to personal and professional growth.
- 6.2 Represents the Division in a positive, professional manner.
- 6.3 Models excellent time management skills and an ability to work independently with minimal supervision.
- 6.4 Deals effectively with the public in a timely and courteous manner.
- 6.5 Maintains a professional attitude and appearance.
- 6.6 Demonstrates an ability to work in a team-oriented, collaborative environment.
- 6.7 Demonstrates an understanding of and provides support for Board governance structures and Division priorities.

Reference: Section 33, 52, 53, 68, 204, 223, 225 Education Act
Access to Information Act
Employment Standards Code
Labour Relations Code
Protection of Privacy Act

Approved: November 30, 2023, October 31, 2025
Reviewed: