

ROLE OF EXECUTIVE ASSISTANT TO THE DEPUTY SUPERINTENDENT

Background

Guided by the Division's vision, mission, and core values, the Executive Assistant will assist the Deputy 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 Deputy Superintendent.

Procedures

The Executive Assistant will have specific responsibilities for:

1. Executive Assistant to the Deputy Superintendent and the Communication Coordinator.
 - 1.1 Processes correspondence for the Deputy Superintendent and the Communications Coordinator, including filing and archives of information on suspensions and expulsions.
 - 1.2 Compiles the suspension/expulsion monthly report to the Board as well as promotions/retentions data annually.
 - 1.3 Collects time sheet data and expense claim information for the Deputy Superintendent's monthly expense.
 - 1.4 Provides general administrative support for the Deputy 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 Organizes, maintains and updates the Deputy Superintendent's calendar.
 - 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.
 - 2.4 Contributes to the Universal Handbook and disseminates as necessary
 - 2.5 Orders business cards, nameplates and other identification materials.
3. Policy/Administrative Procedures
 - 3.1 Assists the Deputy 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. Deputy Superintendent Relations

- 5.1 Establishes and maintains positive, professional working relations with the Deputy Superintendent.
- 5.2 Provides information which the Deputy Superintendent requires to perform her role in an exemplary fashion.
- 5.3 Handles additional duties as assigned by the Deputy 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 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: