

## **ADMINISTRATIVE PROCEDURE NO. 444**

### **THE ROLE OF THE EXECUTIVE ASSISTANT TO THE SUPERINTENDENT AND THE BOARD**

#### **Background**

The Executive Assistant to the Superintendent and the Board assists the Superintendent with the day-to-day operational planning and preparedness and provides secretarial assistance to the Superintendent. The Executive Assistant to the Superintendent and the Board reports directly to the Superintendent.

#### **Performance Responsibilities**

- Projects a positive image with staff, visitors and callers;
- Assists the Superintendent team by preparing correspondence and projects as requested;
- Prepares the Superintendent's Division Accountability Report and Division Newsletter, and distributes as appropriate;
- Prepares the agenda packages for all Board, Administration, and ad hoc meetings;
- Acts as recording secretary at all Board meetings;
- Prepares and distributes the minutes of the Board and Administration meetings as appropriate and ensures that they are filed accordingly;
- Prepares the Annual Education Results Report and Three-Year Education Plan for submission to Alberta Education;
- Provides a copy of adopted reports and plans to the Technology Department to be placed on the jurisdiction website;
- Assists with policy and administrative procedure development by distributing draft and adopted policies and procedures, and sending adopted policies and procedures for inclusion in electronic format;
- Updates policies, administrative procedures, forms and manuals on the school division website;
- Provides research support for Superintendents as required;
- Performs higher level clerical tasks in support of the Board and Superintendents;
- Prepares Board self-evaluation and Superintendent's evaluation reports;
- Liaises with Board members to assist with their scheduling, duties and distribution of information;
- Coordinates School Administration Team review meetings, prepares agendas, etc.
- Assists and coordinates the organization of special events;
- Maintains confidentiality in all administrative, correspondence, and legal matters;

- Performs other assigned duties that are within the area of knowledge and skills required by the job description.

### **Performance Appraisal**

1. Regular appraisal of the performance of the Executive Assistant – Superintendent/Board is a responsibility of the Superintendent. In carrying out this responsibility, it is recognized that the Executive Assistant – Superintendent/Board is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Executive Assistant – Superintendent/Board as outlined above.
3. The Superintendent and the Executive Assistant – Superintendent/Board will develop and agree upon the procedures for carrying out an effective performance appraisal.