

ADMINISTRATIVE PROCEDURE NO. 449**THE ROLE OF THE EXECUTIVE ASSISTANT – STUDENT INFORMATION SERVICES**

The Executive Assistant – Student Information Services reports to the Secretary Treasurer, and under limited direction from the Secretary-Treasurer and Supervisor of Support Services, manages the student data and transportation software systems to meet school, Division and Alberta Education requirements. The Executive Assistant – Student Information Services provides support to school-based personnel for use of the student data system and other related items.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Creates and manages security of the student data system ensuring data confidentiality and system integrity;
- Coordinates and manages the electronic transfer of student grades;
- Manages, verifies and responds to queries about student data;
- Transfers data electronically between schools, the Division and Alberta Education;
- Supports school-based staff on the utilization of the student data system;
- Generates and customizes various reports from the student data system;
- Provides recommendations for system development and the transfer of information implementing and coordinating changes with Central Office and schools;
- Researches and collects materials regarding better use of the student data system;
- Maintains a record of incoming and outgoing student files;
- Researches, creates and maintains all insurance and lease inquiries;
- Provides FOIPP support to school administrators and secretaries;
- Assists in the development of capital contracts and agreements;
- Ensures that Versatrans data is formatted and extracted correctly;
- Assists with the implementation, training, management and support of the Elementary/Middle School Report Card;
- 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 – Student Information Systems is a responsibility of the Secretary-Treasurer. In carrying out this responsibility, it is recognized that the Executive Assistant

- Student Information Systems 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 – Student Information Systems as outlined above.
- 3. The Secretary-Treasurer and the Executive Assistant – Student Information Systems will develop and agree upon the procedures for carrying out an effective performance appraisal.