

## **ADMINISTRATIVE PROCEDURE NO. 446**

### **THE ROLE OF THE EXECUTIVE ASSISTANT – STUDENT SERVICES**

The Executive Assistant – Student Services reports to the Associate Superintendent of Student Services, providing administrative assistance and support under limited direction from the Associate Superintendent - Student Services.

#### **Performance Responsibilities**

- Projects a positive image with staff, visitors and callers;
- Performs the preparation and creation of various documents, reports and confidential correspondence for distribution in a timely manner;
- Maintains accurate budget spreadsheets;
- Assists in the organization of meetings and special events;
- Supports the initiation and implementation of programming for Student Services;
- Tracks monthly Visa receipts and code to appropriate accounts;
- When needed, orders equipment, consumable items and testing materials;
- Maintain filing system of reports, correspondence, educational assistants, staffing, etc.;
- Books facilities and coordinates catering for meetings;
- Assists in the coordination and implementation of transportation for special education students;
- Responsible for processing accounts payable;
- 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 Services is the responsibility of the Associate Superintendent: Student Services. In carrying out this responsibility, it is recognized that the Executive Assistant – Student Services 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 Services as outlined above.
3. The Associate Superintendent: Student Services and the Executive Assistant – Student Services will develop and agree upon the procedures for carrying out an effective performance appraisal.