

ADMINISTRATIVE PROCEDURE NO. 448

THE ROLE OF THE EXECUTIVE ASSISTANT – PERSONNEL

The Executive Assistant – Personnel reports to the Associate Superintendent –Personnel, providing administrative services for the Associate Superintendent - Personnel This position has a dual responsibility in facilitating human resources processes and in supporting portions of the accounting/finance functions for the Division. Under limited direction from the Associate Superintendent – Personnel, the Executive Assistant - Personnel administers human resources processes for all staff, maintaining confidentiality in the performance of all duties.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Performs personnel requirements for all staffing groups, including the generation and preparation of various documents and maintaining personnel data including reports and confidential correspondence;
- Manages information and statistics for all staffing groups to generate reports, including reporting to outside agencies;
- Liaises with schools and departments for staffing information pertaining to multiple groups;
- Provides support for recruitment and selection of staff;
- Prepares Board meeting reports and information items for relevant staffing groups;
- Liaises with payroll department;
- Processes all resume and job offer documentation;
- Answers, screens and refers inquiries regarding Division policies, administrative procedures and Collective Agreement;
- Maintains a centralized personnel filing system;
- Upon approval, issues all contracts to staff members;
- Oversees and supports Alberta School Employee Benefit Plan and Standard Life benefits;
- Coordinates materials for Career Fairs in the Division;
- 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 – Personnel is a responsibility of the Associate Superintendent - Personnel. In carrying out this responsibility, it is recognized that the Executive Assistant – Personnel 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 – Personnel as outlined above.
3. The Associate Superintendent - Personnel and the Executive Assistant – Personnel will develop and agree upon the procedures for carrying out an effective performance appraisal.