

ADMINISTRATIVE PROCEDURE NO. 449

THE ROLE OF THE EXECUTIVE ASSISTANT STUDENT DATA COORDINATOR SECRETARY TREASURER/STUDENT INFORMATION SERVICES

The Executive Assistant – Secretary Treasurer/Student Information Services provides administrative support to the Secretary Treasurer on financial, insurance and labour relations items. Under limited direction from the Secretary-Treasurer and Supervisor of Support Services, manages the student data to meet school, Division and Alberta Education requirements and provides support to school-based personnel for use of the student data system.

Performance Responsibilities

- Projects a positive image with staff, visitors and callers;
- Assists the Secretary Treasurer by assisting in the preparation labour relations documents and correspondence, capital contracts and confidential agreements as needed;
- Maintains confidentiality in all administrative, correspondence and legal matters;
- Under the direction of the Secretary Treasurer, prepares and collects student data for annual Alberta Education verification audits;
- Researches, creates and maintains all insurance and lease inquiries;
- Acts as alternate recording secretary at all Board meetings;
- Creates and manages security of the student data system ensuring data confidentiality and system integrity;
- Coordinates and manages the transfer of student demographic and marks data electronically between schools, the Division and Alberta Education, ensuring the Division is in compliance with Alberta Education requirements;
- Supports school-based staff on the utilization of the student data system, and provides training and direction to school based staff on the use of the student information 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 and manages, verifies and responds to queries about student data;
- Ensures that Versatrans transportation data is formatted and extracted correctly;
- Provides FOIP support to the Secretary Treasurer and schools;
- Support other executive assistants when called upon by the Senior Administration team;
- 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 – Secretary Treasurer/Student Information Systems is a responsibility of the Secretary-Treasurer. In carrying out this responsibility, it is recognized that the Executive Assistant – Secretary Treasurer/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 – Secretary Treasurer/Student Information Systems as outlined above.
3. The Secretary-Treasurer and the Executive Assistant – Secretary Treasurer/Student Information Systems will develop and agree upon the procedures for carrying out an effective performance appraisal.