

POSITION TITLE:

EXECUTIVE ADMINISTRATIVE ASSISTANT TO DIRECTOR OF EDUCATION

Reports to: Director

Function/Purpose:

To provide clerical and administrative support to enhance the efficiency and effectiveness of the work of the Director.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- Minimum of one year of secretarial training (or equivalent) at a recognized institution as approved by the Division.
- Demonstrated knowledge in the operation of office equipment such as; photocopier, phone system, mailing machine, fax, computer, etc.
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- Proficiency in the operation of computers and a high degree of knowledge in word processing applications, spreadsheets applications and database software packages currently used by the Division.
- Proficiency in keyboarding.
- Knowledge of basic accounting practices.

Required Skills and Abilities:

- Excellent interpersonal and communication skills, both verbal and written.
- Excellent listening skills.
- Accurate filing skills.
- Ability to work as a team player.
- Ability to work independently with minimal supervision.
- Ability to maintain strict confidentiality with respect to Division operations.
- Ability to deal with a broad range of members of the public.
- Ability to do light load work – i.e. moving boxes and files
- Self-directed, tasks and goal oriented.
- Display a positive attitude.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Duties and Responsibilities:

Without restricting the generality of the description above, the Executive Administrative Assistant to the Director shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in life long learning with respect to training, in-services and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.

- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies and Division Administrative Procedures.
- Perform limited receptionist duties such as directing telephone and on-site inquiries to appropriate personnel in a professional and courteous manner.
- Relay communications verbally and in writing to staff at other Division centers.
- Provide general support for all of the functions of the office of the Director, Chief Financial Officer and Superintendents.
- Assist with research on various topics related to the work of the Director, Chief Financial Officer and Superintendents.
- Prepare a variety of reports and documents.
- Schedule appointments, interviews and seminars as requested.
- Perform secretarial and clerical duties such as typing/word processing, spreadsheets, databases, photocopying, collating, filing, recording, sorting and related duties as requested.
- Receive, send and distribute email and fax messages as required.
- Be familiar with the central filing system.
- File all school registers and cumulative student records
- Maintain fleet vehicles at the Meadow Lake Office
- Assess office requests and execute task if necessary
- Track and report on:
 - Ministry of Education requirements and requests.
 - Professional Developments requests and approvals.
 - Bursary requests and approvals
- Liaise with the Ministry of Education.
- Interface with staff, parents, Board members, candidates, other agencies and others, to inform and/or arrange schedule for meetings including: committee meetings, discipline hearings, interviews, etc.
- Responsible for setting up meeting room for Board and other meetings as required including beverages and food as requested.
- Provide clerical and administrative support to others in the building as time permits.
- Order/ pick up supplies as may be required.
- Other duties as may be assigned.

Judgement, Independence and Client Contact:

- Confidentiality
 - The Executive Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence

- The employee is expected to take initiative and work independently with minimal supervision.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working closely with other personnel in this and other Education Centre and schools on a daily basis, Accounts Payable on a regular basis and the Ministry of Education as required.
- Responsibility for Quality of Assigned Work
 - The employee is responsible for the quality of their work and is expected to seek clarification and directions on any matters of concern. The effectiveness of this position is dependent upon the efficient, accurate and timely relay of information. The “first impression” image of the organization is dependent upon the quality of the work of this position.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: October 1, 2026