

479 EXECUTIVE ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS

Identifying Information

Position Title: Executive Assistant to the Superintendent of Schools

Classification Title: Support Staff

Department: Central Office

Reports to: Superintendent of Schools

Position Supervises:

Position Summary

This position provides administrative support to the Superintendent of Schools, Board Chair and Trustees.

Qualifications

1. Highly organized
2. Strong written and oral communication skills
3. Strong understanding of and ability to use computer software applications such as Google Suite, Microsoft Office and accounting programs
4. Experience working with elected officials would be an asset
5. Demonstrates initiative
6. Requires little or no supervision

Major Duties & Responsibilities

1. Coordinates activities of the Superintendent, Board and/or Executive as required by the Superintendent.
2. Prepares itineraries, makes travel arrangements and prepares for meetings or

conferences.

3. Prepares agendas for Board, Executive and Principals' meetings, as well as assists with the summary of the Board meeting.
4. Attends Public Board Meetings and meetings of school administrators and takes minutes of the meetings.
5. Manages the incoming mail of the Superintendent, Board Chair and Trustees.
6. Ensures that deadlines are met.
7. Prepares draft responses to letters and memos for the Superintendent's or appropriate signature.
8. Follows up on correspondence, meetings, action items from minutes, and/or assigned tasks at the appropriate time.
9. Knowledgeable about the events, concerns and policies of the Division, as well as the job descriptions of the central office staff. Responds to general inquiries either verbally or in writing.
11. Handles confidential information or reports carefully and in an appropriate manner.
12. Communicates with schools and relays information when needed.
13. Provides support to payroll when necessary or in their absence.
14. Assists the Superintendent in the preparation and distribution of policies.
15. Maintains the personnel files.
16. Manage the acquiring of Locally Developed Courses.
17. Manage payment of Summer School students.
18. Compiles reports.
19. Attends various committee meetings as requested by the Superintendent.
20. Other duties as assigned by the Superintendent or Board.

References

History

Developed: August 2003
Amended: September 2020