

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: EXECUTIVE ASSISTANT – Bus Garage

**Reports to: Superintendent of Planning, Finance, and Administration or
Manager**

General Description:

This position functions as a recognized leader in the performance of the administrative duties and in planning, coordinating the work of the Manager and/or Superintendent. This position involves a number of assigned **independent** tasks of a specialized nature.

Required Education, Knowledge, Qualifications and Experience:

- Possess Grade 12 diploma.
- Minimum of one year administrative assistant training at a recognized institution as approved by the Board of Education.
- Minimum of two years experience in the administrative field.
- Superior knowledge of business English, spelling, and punctuation.
- Knowledge in the operation of equipment, such as, photocopier, fax, telephone, mailing machine, switchboard, and computer.
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- Knowledge of basic accounting practices.
- Proficiency in the operation of computers and knowledgeable in Microsoft Office computer applications.

Required Skills and Abilities:

- Excellent interpersonal and communication skills
- Excellent time management skills
- Accurate filing skills
- Ability to work as a team player
- Ability to work independently with minimal supervision
- Ability to prioritize daily work
- Self-directed, task, and goal oriented
- Ability to maintain strict confidentiality with respect to school division operations
- Ability to deal with a broad range of members of the public
- Display a positive attitude

Supervision of Staff:

There is no supervision within the scope of this position.

Duties and Responsibilities:

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

CORE RESPONSIBILITIES:

1. Be willing to engage in life long learning with respect to training, inservices, and courses of study.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children.
3. Deal tactfully with staff and the public.
4. Be knowledgeable and supportive of applicable Board policies.
5. Interact with various professional staff members on a daily basis.

OTHER DUTIES AND RESPONSIBILITIES:

1. First point of contact with public – greet visitors, answer the telephone, and provide information or redirect to the appropriate destination.
2. Radio dispatcher for bus drivers.
3. Edit and forward reports and correspondence to the division office and drivers.
4. Process and update bus lists as required.
5. Accept and book charter trips.
6. Confirm bus service dates with drivers and process bus service work orders.
7. File records, documents, and reports and organize office.
8. Distribute documents by e-mail or fax as required.
9. Other duties as requested by Bus Supervisor or Conveyance Manager.

Judgment, Independence and Client Contact:

• **Confidentiality**

At no time should an Executive Assistant discuss in public information pertaining to staff or students. An Executive Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school division. Breaching confidentially is a serious violation of acceptable conduct.

• **Independence**

An Executive Assistant is expected to work independently.

• **Working Jointly With Other Staff**

This position involves working closely with other staff on a daily basis.

- **Responsibility for quality of assigned work**

The employee receives only occasional general supervision and is solely responsible for the quality of the assigned work. The quality of the work is dependent upon the efficient relay of timely information. The “first impression” image of organization is dependent upon the quality of the work.