

JOB DESCRIPTION TEMPLATE

POSITION TITLE: EXECUTIVE ASSISTANT 1 – CURRICULUM , INSTRUCTION, AND ASSESSMENT

REPORTS DIRECTLY TO: LEARNING SUPERINTENDENT OR MANAGER

REPORTS INDIRECTLY TO: N/A

DIRECT REPORT: N/A

ORGANIZATION: PRAIRIE SPRIT SCHOOL DIVISION NO. 206
WARMAN, SASKATCHEWAN

DATE: MAY, 2012

ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 8 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

THE POSITION

This position functions as a recognized leader in the performance of the administrative duties and in planning the work of Curriculum, Instruction, and Assessment (3 Superintendents, 3 Coordinators, 8 Learning Support Facilitators and the Prairie Spirit Band Program) and concentrates more specifically on the Secondary Education area. This position also involves a number of assigned independent tasks of a specialized nature as well as the ability to multi-task for a variety of duties as assigned by a number of individuals.

KEY ACCOUNTABILITIES

Accountability: Secondary Education Support (40%)

- Receives, compiles, and prepares a variety of specialized documents on a daily basis to support the secondary education programming as follows:
 - Athletics (High Risk Activity, Non-Faculty Coaches).
 - Driver Education Program
 - Student suspensions
 - Assessment For Learning,
 - School-based Emergency Response Preparedness Plans
 - Teacher Accreditation.

- Gathers and submits program applications to the applicable department or other organizations to ensure appropriate approvals are in place.
- Prepares and distributes approval and program information to the various stakeholders, using various methods or media.

Accountability: General Administrative Support (20%)

- Compose and prepare correspondence from general instructions or in reply to written or verbal inquiries as required by superintendents, coordinators, learning support facilitators and band teachers.
- Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports for various elementary education programs.
- As the first contact in Curriculum and Instruction, provides information and/or redirects other school division personnel to the appropriate individual in other departments in a professional manner.
- Schedule appointments and arrange meetings as needed.
- Keep supply room organized and stocked.
- Order materials and supplies by consulting catalogues, complete requisition forms, maintain records and checks and distribute goods received.
- Maintain and organize filing systems of records, documents, and reports including those considered being confidential in nature.
- Work closely with the Executive Assistant II in supporting the department as required.
- Other duties as assigned.

Accountability: Data Management (30%)

- Perform data entry and various other processing and retrieval operations, as required, using software approved by the school division.
- Manage, and reconcile Absence Tracking and Substitute days to verify charges made to each division-based and school-based budget under the Curriculum, Instruction, and Assessment umbrella.
- Enter employee absence data for Curriculum, Instruction and Assessment staff.
- Create Purchase Orders using the school division financial software.
- Create reports for various budgets as required.
- Utilize and gather information from the Ministry Web-Based Software (SDS System) for the Kindergarten Screening Balance Sheets and Reports that are sent out semi-annually in the Fall & Spring.
- Maintaining the Career Development Portal within Prairie Spirit School Division.

SKILL & COMPETENCY REQUIREMENTS

- Excellent ability to multi-task with a variety of different on-going tasks
- Ability to use each program in Microsoft Office to all its capabilities
- Excellent interpersonal and communication skills
- Excellent time management skills and the ability to prioritize daily work
- Well-organized and efficient
- Ability to work as a team player
- Ability to work independently with minimal supervision
- Self-directed, task, and goal oriented
- Ability to deal with a broad range of members of the public
- Ability to maintain strict confidentiality with respect to school division operations
- Display a positive attitude

EDUCATION, KNOWLEDGE 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.
- Knowledge of effective written communication skills including the proper use of grammar
- Demonstrated knowledge of methods and procedures used in maintaining an office.
- Knowledge of basic accounting practices.
- Superior and proficient in the operation of computers and knowledgeable in Microsoft Excel particularly and Microsoft Office computer applications.