

# JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>EXECUTIVE ASSISTANT II – CURRICULUM, INSTRUCTION, AND ASSESSMENT</b>
<b>REPORTS DIRECTLY TO:</b>	<b>SUPERINTENDENT</b>
<b>REPORTS INDIRECTLY TO:</b>	<b>N/A</b>
<b>DIRECT REPORT:</b>	<b>N/A</b>
<b>ORGANIZATION:</b>	<b>PRAIRIE SPRIT SCHOOL DIVISION NO. 206 WARMAN, SASKATCHEWAN</b>
<b>DATE:</b>	<b>MAY 2012</b>

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## 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 45 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 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 the confidential assistant to three Superintendents. It also functions as a recognized leader in the performance of the administrative duties and in planning and coordinating the support for the Learning Superintendents and/or Coordinators. This position involves a number of assigned independent tasks of a specialized nature. There is no direct supervision of staff within the scope of this position; however, the Executive Assistant II may direct the workload of another staff member(s).

## KEY ACCOUNTABILITIES

### **Accountability: General Administration (40%)**

- Perform the function of a team leader in initializing, planning, and coordinating administrative support for the Curriculum and Instruction Department.
- Compose and produce correspondence from general instructions or reply to written or verbal enquiries as requested.
- Assist Superintendents' in extremely confidential matters which may include students, staff, parents, and media; and as such, diplomacy, discretion, and tact are essential.
- Compile, monitor, and maintain budget information for Superintendents and/or Coordinators.
- Complete expense/mileage reports for Superintendents and code to appropriate accounts for approval
- Perform financial functions including posting all purchase card transactions for Superintendents as well as coding invoices for purchases made by department for submission to accounting assistants for data entry.

- Coordinate proper invoicing of other agencies as required.
- Format Teacher Performance Reviews for Superintendents and ensure that all second year teachers have a report completed.
- Schedule appointments, make travel arrangements, and arrange meetings as required.
- Create and maintain filing systems of records, documents, and reports including those considered being confidential in nature.
- Record, type and distribute agendas, related documentation and minutes of committee meetings.
- Research and compile information for division-related initiatives.
- Receive, compile, and organize information for the preparation of documents and reports as assigned
- Order curriculum guides, maintain the storage of hard copies and distribute curriculum guides as requested.
- Order required materials for departments and special projects, complete requisition forms, record and distribute goods received.

#### **Accountability: Special Function: Curriculum, Instruction, and Assessment (40%)**

- Assigned special functions that require independent decision-making and initiative.
- Lead and support other administrative support staff in process and procedures.
- Work closely with the Professional Development/Professional Learning Communities (PD/PLC) Committee in all areas of system based professional development including the organization of professional development days by:
  - Participates on the planning committee for professional development days
  - Building Prairie Spirit School Division (PSSD) conferences and entering pd opportunities in the professional development software program
  - Supporting the registration process for all system based pd including responding to email and phone inquiries and re-registering staff when requested
  - Managing session numbers, securing venues, arranging for technical support that meet the requirements for each session and hiring caterers for each venue as needed
  - Processing payments and honorariums for all expenditures incurred on pd days
  - Monitoring the pd budget for the school year
  - Maintaining lists of system based professional learning communities
  - Collating feedback to inform future planning for professional development.
- Thorough knowledge of the steps required regarding preliminary and final approval for out of province or out of country school trips and ensuring schools have submitted all that is needed for Superintendent approval.
- Act as registrar for conferences and workshops both in and outside of PSSD.
- Coordinate with other Executive II's to lead the Administrative Support Group.
- Plan and host professional development for school Administrative Assistants.
- Secure annual licensing for all audio and visual presentations in PSSD schools.
- Oversee the General Proficiency Award process with the Ministry of Education and the Prairie Spirit Proficiency Awards in partnership with the Prairie Spirit Teachers Association.

#### **Accountability: Data Management (20%)**

- Absence tracking for professional development days and meetings.
- Reconcile absences at month end for budget purposes.
- PD Place software – supervisor and webmaster responsibilities - creating reports as needed - ongoing training.
- Baragar Software Systems - creating reports for both short-term and long-term strategic planning as requested - ongoing training.
- Navision - budget monitoring – creating reports.
- Student Data System – Ministry of Education.

### **SKILL & COMPETENCY REQUIREMENTS**

- Have relationship-building as the foundation of strong interpersonal and communication skills
- Demonstrated ability in maintaining strict confidentiality with respect to school division operations
- Demonstrated commitment to building team and working collaboratively within the school division
- Demonstrated effective time management skills with the ability to prioritize workload
- Demonstrated the ability to work independently with minimal supervision
- Show evidence of a shared, reflective, growth-oriented work style

- Goal oriented with the ability to pay special attention to detail
- Value inclusiveness as the celebration and acceptance of all people

### **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 four years' experience in the administrative field
- Ability to be independent in predicting, planning, providing leadership and support for identified priorities
- Knowledge of effective written communication skills including the proper use of grammar
- Demonstrated knowledge of computer systems and the ability to work in a variety of software applications including proficiency in Microsoft Office
- Have held positions where increased levels of responsibility and leadership were required
- Have a strong interest in the area of working with and for Senior Administration
- Proficiency in the operation of all standard office equipment
- Knowledge of basic accounting practices