
EXECUTIVE ASSISTANT BOARD/SENIOR ADMINISTRATION

General Position Description

1. The Administrative Assistant to the Senior Administration Department and the Board is responsible for the confidential administrative assistant duties to the Senior Administration Department and the Board and works under the supervision of the Superintendent or designate.
2. This person operates as part of the Swan Valley Central Office Team that provides efficient and effective service within the office as well as service to the School Division. The Swan Valley Central Office Team operates under the daily direction of the Secretary-Treasurer.

Responsibilities and Duties

1. Serve as the receptionist in an inviting and pleasant manner to visitors/callers to the Swan Valley Central Office and direct inquiries to appropriate personnel.
2. Assists in planning the annual employee retirement and recognition evening.
3. Orders nameplates and business cards (including food/coffee).
4. Provides administrative support to the Senior Administrative Team.
5. Prepares and distributes the agendas and supporting materials for Board meetings under the direction of Senior Administration.
6. Communicates and prepares for meetings and workshops for the Board, Leadership Team and Senior Administrative Team.
7. Prepares and distributes agendas, supporting materials and minutes for Committees of the Board and Superintendent.
8. Maintain general records, such as: nonresident applications and school of choice applications/approvals.
9. Makes all conference and meeting arrangements for the Board and the Senior Administrative Team.

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10. Maintains an efficient filing system for all Superintendent and Board correspondence and other information.
 11. Prepares all correspondence and reports for the Senior Administrative Team and the Board.
 12. Prepare and upload items to the Division website for Board and Leadership Team meetings.
 13. Copy and distribute informational materials (re: workshops, Departmental directives, etc.) to schools and individuals.
 14. Follow FIPPA, Department and Divisional Policy regulations on Pupil files and Record Management for the Division Office.
 15. Operate as a member of the Swan Valley Central Office Team to maintain an efficient and effective telephone system, to maintain the office kitchen and to respond to other cross-related tasks that may be identified by the team or Senior Administration.
 16. Perform a number of financial duties as directed by the Secretary-Treasurer such as; monthly bank reconciliation, input all receipts, check weekly cheque run, etc.
 17. Other related duties as may be assigned from time to time.

Skills and Qualifications

- Strong interpersonal skills; working as part of a team
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated data entry skills with a great attention to detail and accuracy
- Ability to prioritize and manage time to ensure deadlines are met
- Strong computer skills and experience working with accounting software applications, Word and Excel

Employment Requirements

- Diploma in a recognized administrative assistant program (or equal combination of academic and practical experience)
- Minimum of 2 years related experience