



# Executive Assistant to Superintendent and Board of Trustees Administrative Procedure 2.B.205

2.0 Human Resources  
2.B. Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** December 2024

**Date Amended:**

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## PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

## GENERAL POSITION DESCRIPTION

The Executive Assistant reports to the Superintendent. The primary function of the Executive Assistant as a member of the Superintendent's management team is to provide leadership in the business administration activities and clerical support.

## RESPONSIBILITIES AND DUTIES

1. Provides administrative support to the Superintendent's Department.
2. Prepares and distributes the agendas and supporting materials for Board meetings under the direction of the Senior Administration.
3. Communicates and prepares for meetings and workshops for the Board, Leadership Team and Superintendent's Department.
4. Prepares and distributes agendas, supporting materials and minutes for Committees of the Board and Superintendent.
5. Maintains general records, such as: non-resident applications and school of choice applications/approvals.
6. Revises and maintains Administrative Policies and Procedures and uploads on website and distributes as required.
7. Makes all conference and meeting arrangements for the Board and the Superintendent.
8. Maintains an efficient filing system for all Superintendent and Board correspondence and other information.
9. Prepares all correspondence and reports for the Superintendent and the Board.
10. Prepares and uploads items to the Division website for Board and Leadership Team meetings.

11. Copies and distributes informational materials (re: workshops, Departmental directive, etc.) to schools and individuals.
12. Follows FIPPA, Department and Divisional policy regulations on Pupil files and Record Management for Division office.
13. Maintains updated enrolment, suspension data and monthly attendance reports, as well as related spreadsheets.

#### SKILLS / 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.
- Problem solving and decision-making aptitude.
- Strong ethics and reliability.
- 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 four (4) years related experience.