

#37306v3

EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS

POSITION TITLE: SENIOR EXECUTIVE ASSISTANT

REPORTS TO: Superintendent/Chief Executive Officer

SUPERVISES: N/A

JOB SUMMARY: To provide administrative support to the Superintendent/Chief Executive Officer, Secretary-Treasurer/Chief Financial Officer and the Board of Trustees, and to contribute to the efficient operation of the Board Office.

KEY ACCOUNTABILITIES:

1. To provide general supervision and oversight to the Board Office Receptionist and Summer Student and to the Board Office administrative assistant team; including to arrange for coverage for reception as required.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To attend Board meetings and act as the recording secretary including compiling, maintaining and filing all Board documents; and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Superintendent/Chief Executive Officer, coordinate meetings and schedule appointments.
5. To draft correspondence for the Superintendent/Chief Executive Officer as well as the Board.
6. To act as the initial administrative contact relating to Superintendent/Chief Executive Officer and Board matters and procedural issues.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-1**

7. To organize and facilitate workshops, meetings, public forums, and employee and student events and celebrations.
8. To assist in the preparation and monitoring of the Superintendent/Chief Executive Officer's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
9. To research policies and operational procedures and Organizational By-Laws as required.
10. To act as the Freedom of Information and Protection and Privacy Act (FIPPA) Coordinator, together with the Executive Assistant, for the Division including receiving and responding to inquiries and FIPPA applications; researching and sourcing information; creating replies and coordinating materials within FIPPA guidelines.
11. To organize the Division's Privacy Committee meeting, agenda and other related information.
12. To be responsible for the Division's employee identification badge system.
13. To act as a back-up for the Executive Assistant.
14. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- College Diploma in Business Administration, Secretarial Science or related discipline
- 10 Years related experience
- Ability to work overtime, and/or non-standard work hours as required to support Board office activities, events, and/or workload
- An equivalent combination of education and experience may be acceptable to the Division.

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