

# 94865

**Excluded Support Staff Job Descriptions**

**Position Title:** Senior Management Administrative Analyst

**Reports To:** Assistant Superintendent

**Supervises:** N/A

**Job Summary:** To provide administrative support to the Superintendent/Chief Executive Officer and Assistant Superintendent, to oversee the Divisional Education Information Systems (EIS) reports, data and submissions, and to contribute to the efficient operation of the Board Office.

**Key Accountabilities:**

1. To provide general supervision and oversight to the Division's administrative assistants as it relates to EIS data collection and student enrollment; and to provide training and information to this group to ensure accuracy of reporting.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To compile, maintain and file all department documents and reports, and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Assistant Superintendent, coordinate meetings and schedule appointments.
5. To draft correspondence for the Superintendent/Chief Executive Officer and Assistant Superintendent as well as the Board.
6. To act as the initial administrative contact relating to student matters and procedural issues.
7. To organize and facilitate workshops, meetings, public forums, and employee and student events and celebrations.

ADOPTED	REVIEWED	REVISED	PAGE
6/Feb/24			1 of 2
Motion 02-04-24			

8. To assist in the preparation and monitoring of the Assistant Superintendent's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
9. To research, draft, create, update and maintain policies and operational procedures as required.
10. To liaise with Information Technology and the province as the Division's primary contact for EIS and to provide training to staff members as required.
11. To maintain and ensure accurate school data relative to the annual school registration process and enrolment projections; to revise and adjust projections using local knowledge and to prepare reports for the department, Board and the province.
12. To compile, maintain and submit various information as required: course registration data, graduated students data, and student marks; and to manage the process relating to non-resident students, Schools of Choice, and School Initiated Courses.
13. To create the annual school calendar in consultation with senior administration and the province.
14. To maintain the artist database related to the Integrated Arts program, prepare contracts for artists, ensure appropriate hiring protocols are followed and submit fees for reimbursement.
15. To assume other responsibilities as required.

**Required Education and Experience:**

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Data Analysis and/or Information Sciences
- 5-7 Years related experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
6/Feb/24			2 of 2
Motion 02-04-24			