



SENIOR EXECUTIVE ASSISTANT
PRAIRIE ROSE SCHOOL DIVISION

Approved: June 15, 2020
Position: Senior Executive Assistant
Reports to: Secretary-Treasurer

The Senior Executive Assistant provides administrative support to the Superintendent/CEO, Secretary-Treasurer, and Board of Trustees.

PROFESSIONAL CHARACTERISTICS AND COMPETENCIES

- Professional and Respectful – Presents a professional image and establishes and maintains good working relationships with PRSD personnel, Manitoba Education, provincial and local government agencies, and community partners
- Attitude – displays a positive and professional attitude daily
- Communication – Possesses effective communication skills and a high level of diplomacy, tact, discretion, and professionalism when dealing with students, staff, and constituents of the school division
- Confidentiality – Respects a high degree of confidentiality at all times; both at the workplace and in the community
- Organized – Organizes and prioritizes a high volumes of work with multiple demands, deadlines, and interruptions while maintaining close attention to detail
- Teamwork – works cooperatively and effectively with PRSD supervisors, colleagues, and professional and supportive staff towards reaching a common goal

Specific Authority, Duties, and Responsibilities:

- Provides administrative support for the Superintendent/CEO and Secretary-Treasurer (scheduling of meetings, correspondence, research, filing, photocopying, faxing, emailing, etc.)
- Prepares and distributes Board meeting agendas and meeting minutes
- Maintains the PRSD Policy Manual and Administrative Procedure Manual
- Maintains and updates SharePoint
- Maintains PRSD website and provides direct support to school websites
- Manages and releases PRSD communication using School Messenger
- Prepares and distributes PRSD stakeholder communication; Board Meeting Highlights, PRSD Pulse, etc.
- Prepares and distributes the PRSD calendars
- Collects and distributes various month-end reports received from school administrators
- Coordinates senior administration registrations and arrangements for approved conferences and meetings
- Prepares and manages trustee expense claims
- Coordinates Board of Trustee registrations and arrangements for approved conferences, workshops, and meetings.
- Provides organizational and on-site administrative support to PRSD Board of Trustees' initiatives and projects; community consultations, and annual Board planning sessions

- Coordinates required professional development and training sessions for trustees as requested by the Board of Trustees and/or Board Committees
- Completes special projects and other related duties, including, and when able, administration support to the senior administration team as approved by the Superintendent/CEO and/or Secretary-Treasurer

The Senior Executive Assistant, under the direction of the Secretary Treasurer, will support the PRSD administrative support office team in a way that promotes a positive, respectful, efficient and effective operation of the school division office.

The Senior Executive Assistant:

- Supports the Secretary-Treasurer with the resolution of concerns as needed
- Supports the Secretary-Treasurer with the implementation of changes that are necessary to improve the structure and function of the PRSD administration support office team inclusive of job descriptions, professional development, and training
- Schedules vacation periods and other requests for leaves for administration office staff
- Supports the Secretary-Treasurer with the recruitment and selection of administration office staff
- Supports and facilitates the Secretary-Treasurer's regular performance reviews of the administration office support team
- Development and implementation of procedures for the PRSD administration office staff (Handbook)

Educational Qualifications / Experience

- Post-secondary education in office or business administration and/or 3-5 yrs. experience in providing progressive administrative support at a senior management level ensuring confidentiality, integrity, diplomacy, and professionalism, or an equivalent combination of education and experience;
- Knowledge of administrative practices and procedures;
- Proficiency with MS Office suite of products (Word, Excel, PowerPoint, Outlook) Adobe products and web based programs with particular aptitude for preparing and formatting correspondence, reports and documents;