

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

District Executive Assistant

SUMMARY

Under direction of Executive, manages the operation of the Learning Services or Instructional Services departments, supervises employees and manages budgets.

DUTIES

- Coordinates office staff and services
- Provides assistance to other members of the Executive team and Instructional Support Teacher(s)
- Collects, enters and verifies all Absence Management Data (CUPE, teachers, excluded staff)
- Manages and maintains student data for Ministry reporting/funding requirements
- Maintains district-wide forms and processes
- Provides reports to Ministry of Education and other organizations
- *Liaises with external district partnerships*
- Problem solves employee/parent/student issues as they arise and consults with Executive(s)
- Responds to inquiries from district staff, parents, students and the public and acts as a resource or contact person for the department with regard to district policies and procedures
- Liaises with community agencies and external partners, supporting employees and managing budgets and communication strategies.
- Supports school district and Ministry of Education-based surveys and assessments including organizing and managing student information and data
- Coordinates, receives, tracks and processes CUPE/YFC professional development funding applications
- Responds to CUPE/YFC applicants regarding approval and funding process
- Creates and maintains a CUPE/YFC Pro D Report for distribution annually
- Prepares, manages and monitors department budget and account information, reviews monthly financial transactions
- Prepares financial reports for Executive, Board and Ministry
- Utilizes the student information system to; Access parent/student information as required; and prepares monthly reports for the District and partner groups
- Coordinates the handling of sensitive legal and contract matters including appeals, human rights appeals and labour relations
- Maintains confidentiality on all discussions and correspondence related to staff, students and parents
- Maintains communications with outside agencies on a variety of issues (some extremely sensitive)
- Collects information and prepares contracts, invoices, etc. and tracks billing
- Manages information and statistics on students, staff and programs
- Orders equipment, software, hardware and supplies and arranges for maintenance and repair work
- Prepares complex documents, reports and confidential correspondence, signs when authorized

- Researches, extracts and collates data and related information in order to prepare and compose complex correspondence, spreadsheets and reports
- Coordinates travel, meetings, maintains calendars, coordinates agendas
- Answers, screens and refers inquiries with regard to district policies and procedures
- Provides executive assistance for major projects
- Organizes and coordinates district and regional conferences, workshops and in-service sessions
- Responds to parent enquiries in line with FOIPPA, provides support and guidance to staff
- Refers questions related to CRC for volunteers to the Secretary Treasurer as required
- Organizes and coordinates school planning materials and processes
- Supports instructional support teachers, district principals and other departments

Financial Duties

- Prepares purchase orders and cheque requests
- Codes invoices to correct G/L account
- Tracks and reconciles credit card expenses, including Executive, District Instructional Support Teachers and Classroom Teachers
- Monitors and reports on departmental budget information
- Reviews and processes employee reimbursements and mileage claims
- Maintains electronic records for attendance and payroll
- Prepares and monitors contracts and invoices contractors from multiple agencies

Offices of the Assistant Superintendent and Secretary Treasurer

- Organizes, tracks and facilitates district scholarships and liaises with Finance staff on processes
- Reviews field trip applications for approval by Assistant Superintendent and communicates with schools regarding approval and recommendations
- Coordinates and maintains the online CRC process for volunteers, contractors, etc.
- Maintains confidential online spreadsheet of district approved volunteers and permissions for viewing by key staff
- Maintains secure filing of confidential CRC electronic documents
- Provides support to SISP

Offices of the Executive Directors of Instruction

- Allocates district funding to schools for supplemental student supports
- Monitors changes to school designation totals in reference to supplemental funding
- Supports and manages scheduling for itinerant and contracted Learning Services staff
- Provide support to District Vice-Principal of Inclusive Education
- Maintains lists for Children in Care

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Minimum of four years' senior office administrator experience at least three of which have been in a school or administrative office
- Certificate in Office Administration or equivalent
- Thorough working knowledge of word processing and spreadsheet software products
- Advanced word processing skills with a minimum speed of 70 W.P.M.
- Advanced spreadsheets skills with the ability to use complex formulas
- Formal training in basic accounting practices
- Formal training in personnel practices (e.g. effective communication, effective supervision, conflict resolution)
- Demonstrated ability to continually adapt to and manage changing technical environments, organizational cultures and Ministry and district requirements
- Demonstrated ability to compose effective business correspondence in an efficient manner
- Demonstrated ability to work independently and take initiative and exercise discretion in determining priorities
- Demonstrated ability to problem solve and prioritize workload
- Excellent interpersonal and communication skills

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Knowledge of district policies and procedures
- Working knowledge in the use of district-based systems
- Working knowledge of Ministry of Education procedures and requirements for data collection, school funding, exam adjudication and district/school reporting processes
- Working knowledge of provincial and Ministry of Education based systems, ie. Sharepoint, MyEd

DATE

June 2022

August 2014