

Job Posting: Posting Detail

Posting: C2526/100 **Description:** District Executive Assistant
Start Date: Sep 2, 2025 **End Date:** Mar 13, 2026
Posting Date: Aug 21, 2025 **Closing Date:** Aug 28, 2025 – 4:00pm

Location	Position	Assignment Type	Hours
Learning Services	District Executive Assistant	Temporary	35

Current Shift: 8:00am- 3:30pm Monday to Friday

(Includes 1/2 hour unpaid lunch) 10 months per year while regular classes are in session

Pay Rate: \$29.81 (any continuing employee awarded a temporary position will receive the continuing rate of pay for the position)

End Date: March 13, 2026, or return of incumbent, whichever comes first

Successful applicant will support both the Assistant Superintendent for Diversity & Inclusion and the Director of Instruction for Learning and Innovation.

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