

# JOB DESCRIPTION

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**Title:** Executive and Human Resources Assistant

**Reports to:** Superintendent and Secretary Treasurer

## **Summary:**

The Executive Assistant provides secretarial support, administrative assistance, reception services and other functions to Senior Administration and the Student Support Services Team within the Division. This position is also the Division's Human Resources Assistant and is responsible for ensuring completion of all aspects of the employment process in a timely and efficient manner.

## **Professional Characteristics**

- Work in close cooperation with members of the central office and the School Division in the achievement of maximum efficiency in the ongoing operation of the Division
- Maintain good working relationship with Division personnel, outside companies, and government agencies
- Maintain and exhibit positive attitude and behavior

## **EXECUTIVE ASSISTANT**

### **Communication and Reception**

- Respond to all in-person or telephone inquiries in a professional and courteous manner
- Provide reception support for all administration, supervisors, office staff, clinicians, and computer technicians
- Redirect, screen and respond to in-person, telephone or email inquiries
- Relay messages resulting from in-person and telephone reception
- Schedule meetings and book meeting rooms
- Communicate with attendees to arrange suitable meeting dates and/or reminders
- Maintain record of meeting times and distribute notices to personnel involved
- Prepare and send outgoing communication documents and review and redirect incoming communication documents
- Maintain specific areas of the Division external website and internal sites

### **Senior Administration Support**

- Prepare correspondence from handwritten notes or drafts such as acknowledgement letters, staff and parent letters and memos of a general nature
- Provide clerical support including sorting, copying, filing and distributing information
- Perform administrative and secretarial duties to assist in dealing with Administrative matters
- As required, attend and take notes at Division meetings and distribute to appropriate personnel
- Assist with Senior Administration reports to the Board of Trustees, as requested
- Create the Division's annual and monthly school calendars, distribute to all staff, and upload onto Division's website and SharePoint
- Assist in scheduling meetings
- Book meals, PD, workshops, hotels etc. as directed

### **BOARD SUPPORT**

- Prepare Board meeting packages and minutes

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- Distribute Board Member notices and correspondence as necessary or directed by senior administration
- Communicate with meeting attendees to arrange suitable meeting dates and/or remind them of upcoming meetings
- Post and maintain Board meeting minutes and Division policies on the Division website
- Keep current on Board policies and other Division administrative procedures
- Maintain a record of current and past policies within the School Division
- Prepare correspondence of a routine nature
- Organize and maintain computer file directory of correspondence to aid in future referencing

### **Word Processing & Records Maintenance**

- Maintain an up to date knowledge of software necessary to perform duties as Executive Secretary, including Microsoft Office programs
- File correspondence, reports, etc., retrieve information; prepare new files as necessary and sort and close outdated materials for retention and disposition
- Prepare bank deposits as required
- Word process, file, photocopy and distribute mail & supplies to school mailboxes and offices in the Division Office
- Document all disposals of records, as per the Division's procedure for retention of records.
- Open, sort, date-stamp and distribute incoming mail on a daily basis

## **HUMAN RESOURCES ASSISTANT**

### **General Duties**

- Oversee the online approvals for employee requests for release
- Format and update applicable job descriptions
- Upload job descriptions to SharePoint
- Format and update applicable job evaluation forms
- Complete the Province's month-end staff changes form for Certification re school personnel (Principals, Clinicians and Teachers)
- Maintain a working knowledge of Division collective bargaining agreements and the benefits & salaries of employment for non-union employees
- Maintain records and personnel files for certifications
- Oversee the HR email account
- Maintain employee historical files and organizing recognition awards distribution

### **Employment Processes**

- Fill out the New Hire Form and ensure all aspects of the hiring process are followed
- Prepare and verify accuracy of job postings and ads
- Create and verify accuracy of classified ads for newspapers; create purchase orders to assign to the advertisements
- Post, distribute and maintain job vacancies on the Division's website and SharePoint
- Create and maintain a record of all job applicants
- Retain applications for advertised positions as required by records retention rules
- Create and/or update interview questions for applicable job postings
- Create and/or update reference call questions for applicable job postings
- Set up interview times and organize interview packages
- Greet interviewees, as requested by Senior Administration
- Participate in interviews as requested by Senior Administration
- Prepare and distribute letters of hire to successful applicants
- Request a Criminal Record Check and a Child Abuse Registry Check when applicable
- Prepare Teacher contracts, to accompany the letter of hire

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- Submit returned contracts to the Board Chair and Secretary-Treasurer for signing
- File/distribute signed and sealed contracts
- Prepare a Human Resources Personnel Report (HRP) for Board meetings
- Distribute HR Reports to all departments as required
- Send email correspondence to inform of new hires, resignations and retirements
- Guest (Substitute) Teachers and Casual Staff:
  - Create/update application forms
  - Create/update interview questions and reference-check questions
  - Create forms package to accompany guest and casual application forms
  - Conduct guest interviews and reference checks if applicable
  - Distribute guest teacher contracts
  - Report all guest teacher contracts on the HRP report
  - Process signed guest teacher contracts
  - Create and maintain Guest Teacher and Casual Guest lists for all schools
  - Send annual letters to guest teachers and casual employees, inquiring if they would like their name to stay on the lists for the upcoming school year
  - Complete Limited Teaching Permit application paperwork
- Prepare and distribute letters for staff who have requested leaves, resigned or retired
- Distribute the Division's Exit Survey, following resignation and retirement of staff

### **Skills and Competencies Required**

- Certificate or Diploma in an Administrative Assistance Program
- Demonstrated proficiency in a variety of software, including but not limited to programs such as MS Word, Excel, Publisher and Outlook
- Experience in a dynamic office environment, working with strict deadlines
- Demonstrated ability to multitask, while maintaining detail and accuracy of data
- Proven capability to process confidential information in a professional manner
- Possess effective communication skills and a high level of diplomacy, tact, discretion and professionalism when dealing with students, staff and constituents of the School Division
- Manage time effectively to ensure maximum efficiencies throughout the workday
- Be a dedicated, highly motivated and enthusiastic individual
- Thrive in an environment that welcomes change
- Establish priorities effectively and perform duties efficiently
- Organize and prioritize the workload and enjoy facing various challenges in a workday

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Date Revised and Approved: June 2017