

**Our Motto** Students Come First

**Our Mission** Building Strong Foundations to Create Bright Futures

**Our Values** Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance and Diversity

**Our Vision** Learning Without Limits…Achievement For All

ASSISTANT TO THE SUPERINTENDENTS

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| **Portfolio:** | Education Services |
| **Reports Directly to:** | Superintendent of Learning |
| **Reports Indirectly to:** | Superintendents of Schools, Superintendent of Human Resources & Superintendent of Indigenous Education |
| **Direct Reports:** | 0 |
| **Department/Location:** | Good Spirit Education Complex – Yorkton, SK |
| **Salary Range:** | Assistant to the Superintendents Grid – 5 steps |
| **Last Updated:** | July 6, 2023 |

**Position Profile:**

Areas of assigned responsibility: assist with digital data wall and data warehouse, updating assigned tasks within the website and portal, assist with communications and community relations including the In Focus, and the Friday File, assist with scheduling teacher and support staff interviews, provide coverage to the receptionist, coordinate meetings and special events, ensuring appropriate facilities, materials and other preparations are in place, as well as other duties assigned by Direct and In-Direct Reports.

## Duties & Responsibilities

The Assistant to the Superintendents shall perform such duties and responsibilities as may be assigned including but not limited to the following:

1. Clerical
   1. Provide support to the Direct and In-Direct Reports, Coaches and Consultants. Tasks may include but are not limited to:
      1. Type letters when required
      2. Photocopy, email, and fax materials.
      3. Create PowerPoint presentations, spreadsheets, graphs, charts, documents, and posters as assigned.
      4. Assist with social media communication
      5. Assist with highlighting the school year proclamation and division events.
      6. Schedule interviews for job applicants when required.
      7. Assist with disposal of records in accordance with established guidelines.
2. Meetings/Conferences
   1. Create, maintain, and track GSSD professional development meetings.
   2. Plan meals, coffee, and beverages for meetings.
   3. Pick up food from restaurant/grocery store.
   4. Clean up after meetings.
   5. Ensure all facilities/equipment are booked.
3. Meeting Arrangements
   1. Make hotel arrangements for guests to Good Spirit School Division, as well as for Good Spirit School Division professional staff.
   2. Obtain required meeting materials.
   3. Photocopy and make booklets for meetings, when required.
   4. Register participants for meetings and making payment arrangements when required.
   5. Compile and summarize feedback surveys for distribution.
   6. Assist with the organization of Division-wide professional development.
4. Purchasing
   1. Code all purchases made on GSSD credit card.
   2. Code Direct and In-Direct Reports purchase orders and invoices as required; obtain appropriate authorization of payment purposes.
   3. Order materials for Direct and In-Direct Reports as required.
5. Financial
   1. Monitor budgets by Direct and In-Direct Report, as required.
   2. Allocate resources to schools as advised.
6. Home-Based Education
   1. Register and track Home-Based students in the Student Information System.
   2. Ensure proper documentation is collected in September and June from Home Based families.
   3. Upon proper documentation submission, assist with the programming allowance fee to all Home-Based educators.
7. Reception
   1. Share responsibility for reception in the absence of the Receptionist, as required.
8. Confidentiality
   1. At no time should an Assistant to the Superintendents discuss, in public, information pertaining to employees, students or the operation of the division. Assistant to the Superintendents is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act.*
9. Other Duties as Assigned
   1. Performs other duties and obligations as assigned by the Direct and In-Direct Reports.

**Education and/or Experience**

* A certificate in Office Education, Administration or Business is preferred
* Skilled in Microsoft products
* Experience with social media platforms
* Minimum two years administrative experience
* Communication and interpersonal skills
* Experience in MySchoolSask would be an asset

## Knowledge, Skills and Abilities

* **Quality & Organization of Work**

Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies. The Assistant to the Superintendents must demonstrate their ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

* **Adaptability & Flexibility**

The Assistant to the Superintendents must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one’s approach as the requirements of a situation change. Strong problem-solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.

* **Communication**

The Assistant to the Superintendents must have superior interpersonal and communication skills and be able to communicate professionally with administration and staff. Excellent interpersonal skills along with proven written and oral communication, and computer presentation skills are required. This position must be a positive representative of the Good Spirit School Division.

* **Job Knowledge**
* Be knowledgeable and supportive of applicable Board and Division policies and procedures.
* Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
* Excellent working knowledge of computer software including Microsoft Office and Outlook.
* **Cooperation & Teamwork**

Must be able to work with staff and provide appropriate information and support in a timely manner. The position must have the ability to work as a team player as well as work independently with minimal supervision.

* **Attitude**

The Assistant to the Superintendents must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children. The position promotes the GSSD values of belonging, respect, responsibility, learning, nurturing, perseverance and diversity.

* **Confidentiality**

At no time should the Assistant to the Superintendents discuss, in public, information pertaining to employees, students or the operation of the division. A Assistant to the Superintendents is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act.*