

POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE SECRETARY

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Reporting to the Superintendent/CEO, the Executive Secretary will be responsible for support to the Superintendent/CEO; coordination of the Board Office administrative functions; provide support services for the education program; provide support services for the Assistant Superintendent of Student Services, the Secretary-Treasurer, and the Supervisors of Buildings/Maintenance and Transportation, and Specialist/Clinicians working out of the Board Office.

POSITION RESPONSIBILITIES:

1. Provide support to the Senior Administration, prepare responses to correspondence in final copy for the Senior Administration's signature, word process correspondence prepared by the Senior Administration, in final copy, for the Senior Administration's signature.
2. Word process correspondence prepared by the Board Chairperson, in final copy, for the Board Chairperson's signature.
3. Contact educational institutions, organizations, government agencies and private businesses, as requested by the Senior Administration or the Board Chairperson.
4. Develop and maintain a systematic filing system for all correspondence and office records, co-ordinate all correspondence arising from Board meetings which includes the agenda, minutes, motions, reports and any other special reports that arise from these meetings. Type reports to be sent out with the Board meeting agenda, as requested by Senior Administration. Assist with the overall preparation of the agenda, as requested by Senior Administration.
5. Retrieve the daily mail from the post office, open all incoming mail and distribute the mail within the office.
6. Prepare and distribute monthly calendars depicting school operational holidays and meeting dates of significance.
7. Provide administrative support to the education program, prepare guidelines and/or presentations developed by education committees under the direction of Senior Administration.
8. Provide support services for the Assistant Superintendent of Student Services, the Secretary-Treasurer, the Supervisor of Buildings/Maintenance and Transportation and

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Specialists/Clinicians working out of the Division Office such as word process correspondence prepared by administrators and Specialists/Clinicians, assist in arranging meetings, appointments, and office schedules; receive and transmit phone messages; and assist administrators/specialists/clinicians in organizing their office procedures and filing systems to synchronize with the main structure.

9. Provide election support services to the Secretary-Treasurer including all necessary correspondence and to perform other related duties in regard to school board elections.
10. Collaborate with administrators and office support to ensure the effective and efficient delivery of the education program in the division, establish work/meeting/office schedules in concert with the Superintendent/CEO, and research specific educational topics as requested.
11. Perform recording secretary responsibilities at Board meetings in the absence of the Secretary-Treasurer, if deemed necessary.
12. Prepare and maintain personnel contracts and a confidential personnel file on all employees.
13. Perform general office duties such as answering phones, reception, and copying.
14. Prepare the Board room and schedule the utilization of the divisional Board room.
15. Attend meetings as directed by the Superintendent/CEO for the purposes of recording minutes of the meetings.
16. Complete reports and implement special projects as requested by Senior Administration.
17. Maintain accurate lists of substitute teachers, educational assistants and school secretaries and distribute those lists to appropriate division personnel.
18. Support the application procedures for limited teaching permits, child abuse registry checks and criminal record checks.
19. Maintain up-to-date division policy and procedures manuals.
20. Prepare hiring letters and contracts for new employees.
21. Assist in the organization of special events such as employee length of service and retirement functions.
22. Prepare job postings to send to the newspapers and post on Apply to Education and/or the division website.
23. Prepare transcript of marks when requested by former students of TMSD.

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24. Collate survey data, as requested by Senior Administration.
25. Maintain the division website, including the uploading/removal/archiving of data on an ongoing basis.
26. Other duties as assigned.