

Supervisor: Assistant Superintendents, Secretary-Treasurer and Directors of Instruction

### Responsibilities

- Directly support the Assistant Superintendent, Secretary-Treasurer, Directors of Instruction and Board of Education on all governance matters as a priority;
- Provide a high level of confidential administrative support;
- Maintain and complete all Ministerial reporting as required;
- Provide information, assistance and direction to a variety of internal/ external contacts and/ or groups;
- Independently deal with inquiries or concerns directed to the office of the Assistant Superintendent, Secretary -Treasurer, Directors of Instruction or Board of Education;
- Be the lead on assigned portfolios;
- Attend all Board Meetings, take minutes, prepare, format and distribute to appropriate personnel;
- Prepare a variety of materials related to correspondence including but not limited to; reports, tables, graphs and charts, meeting agendas, draft board motions, schedules, and supporting materials, etc;
- Receive and screen phone calls, interview callers and make appointments or answer queries as required;
- Ensure database organization and records/file maintenance of a variety of district matters;
- Coordinate and may plan events, workshop and meeting registrations,
- Arrangements including travel, meals and related activities including supplies requisition;
- Assist with special projects as required; and,
- Perform other related duties as assigned.