

ROLLING RIVER SCHOOL DIVISION REGULATION

Executive and Research Assistant Job Description

GDAJ/R

Position Title: Executive and Research Assistant

Reports to: Secretary-Treasurer

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing administrative and organizational support to the Division Office.

To provide executive administrative support and research services to the Senior Administration team. (Senior Administration Team includes the Superintendent, Secretary-Treasurer, Coordinator of Student, Clinical, and Pre-Kindergarten Services and Coordinator of Instruction, Curriculum, and Technology.

Education

The minimum education requirement for this position is graduation from grade 12 and a two (2) year post secondary program in Office Administration/Secretarial Science, or equivalent.

Additional Skills

Required:

- Proficient secretarial/clerical skills, information technology skills, and computer and software applications knowledge and skills, *(including but not limited to word processing, spreadsheets, databases, publishing, search engines)*
- Proficient written and grammatical skills
- Well-developed communication skills
- Strong organizational skills with demonstrated attention to detail
- Ability to prioritize a multi-task workload, and manage multiple priorities, time pressures and deadlines
- Demonstrated problem solving skill
- Understanding of and an ability to appropriately deal with and maintain confidential information
- Ability to be flexible and adjust to changing work assignments
- Ability to work independently and as part of a team
- Valid Class 5 driver's license

Preferred:

- Completion of courses, training, or a diploma/degree program in communications, statistics, business administration, human resource management or research studies.

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- Completion of technology courses and/or training in a variety of applicable technology programs and software and experience and training in Microsoft Office.

Experience

A minimum of five years prior Administration Assistant experience or equivalent is required.

Key Duties and Responsibilities

Secretarial / Administrative Support

- Develop, coordinate, and provide secretarial and administrative support for Senior Administration on a routine, complex, special project, and confidential basis. (*Work includes but is not limited to correspondence, reports development and other typing, using word-processing publishing, spreadsheets, and databases*)
- Prepare, proofread, edit, and/or revise a variety of correspondence, reports and documents, including, but not limited to:
 - correspondence to staff, parents, educational partners, and the public
 - a variety of reports
 - research documents
 - Board meeting agenda and minutes
 - RREAL Team meeting agenda and minutes
 - student transcripts and diplomas
 - communications and public relations (Community Reports, newsletter, Action Plan, brochures, reports, advertising, etc.)
 - report cards, Rubrics,
 - project forms, surveys,
 - policy, emergency response and other manuals
 - letters and invoices to First Nations / RMNP
 - documents for Returning Officer for Trustee Elections (every four years)
- Required to be cross trained with other roles to provide back-up/additional support for other Administrative Assistant jobs
- Attend all Board meetings as required to complete meeting set-up, assist in organization, and take minutes

Research

- Conduct research and prepare reports and recommendations based on findings
- Assist with EIS, School of Choice processing, correspondence, and management
- Assist with data collection, compiling, and analysis

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- Develop, coordinate, distribute, collect and compile surveys on behalf of Senior Administration
- Perform policy research and analysis, develop / write draft policy, and coordinate, manage and maintain revisions to the RRSD Policy Manual

Reception/Communication

- In person and telephone reception for Senior Administration
- Manage incoming and outgoing mail and couriers for Senior Administration and as required for Division Office
- Provide assistance with respect to planning, scheduling, managing, and coordinating Senior Administration appointments and meetings
- Review, respond, forward, and distribute Senior Administration e-mail and faxes as requested
- Contact trustees/staff regarding meeting and information as required
- Board of Trustee, Senior Administration and divisional professional development event and meeting coordination (work includes but is not limited to arranging, booking, and coordinating speakers, event facilities, hotels, meals, equipment)

Clerical

- Copy and distribution of material for Senior Administration and the Board of Trustees.
- Filing for Senior Administration
- Organize, complete, and maintain records management, (paper and electronic), for Senior Administration

Finance/Accounts/Purchasing

- Research, cost, requisition, and complete and process supplies and materials purchases for Senior Administration
- Monitor and regularly report to Senior Administration on financial budgets under their approval responsibility

Division Office Workload Management

- Assist Secretary-Treasurer to coordinate and direct the assignment / daily workload management for Administrative Support Staff in the Administration Office

Other

- Act as back-up to other administrative support staff in the Division Office
- Other duties as may be assigned

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Policy

Date Adopted: August 27, 1992

Date Revised: September 2016

Date Revised: September 2, 2020

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Secretarial

Daily

- Word-processing, publishing, spreadsheets, and databases
- Letters/memos
- PowerSchool & PowerTeacher Support

Weekly

- SchoolMessenger Program – create lists, send messages, troubleshoot
- Field Trip forms – file and email approval forms to schools
- Collect forms due by School Administrator, and distribute forms due by Accounts Payable to appropriate personnel

Monthly

- Board, Committee, & miscellaneous meeting agendas and minutes
- Book hotels for Division Office Staff, Trustees, Provincial sports teams
- Maintain and distribute Southwest Superintendent Meeting agendas
- Board Meetings – create, post and distribute Board Meeting information/package
- Surveys – Create and distribute SurveyMonkey surveys
- Red Cross – Create purchase orders when CPR courses are offered to students
- Staff/Volunteer/Student Travel Insurance – distribute forms and register staff/volunteer insurance with MSBA, and provide contact cards to all travellers who purchase insurance

Annually

- Professional Development & mRLC requests – register and email staff
- The Learning Bar Surveys – Coordinate surveys for schools
- School Division Calendar – create calendar with Superintendent, send to Manitoba Education, and distribute to schools and D.O. Staff
- RRAA – create equipment calendars for Division and distribute to schools, order school equipment, and create purchase orders, order banners/ribbons for JH sports events, and book Sportsplex for Track and Field Day
- EIS – coordinate and export information with the Secretary-Treasurer for submission to MB Education

Clerical

Daily

- Copy and distribute miscellaneous material for Division Office staff as required
- Student Accident Reports – print, review and report to Superintendent, file

Weekly

- Photocopy and file as required
- Suspension Reports – Create Board Suspension report, print for Superintendent, and file

Monthly

- Update manuals and Provincial acts as required
- Actions Plans – update and distribute Trimester reports

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Annually

- PowerSchool – Create new school year in PowerScheduler for all schools and inform secretaries when complete. Export marks and XML Data Report for Manitoba Education, perform year-end roll-over, perform new year procedures for all schools, update student registration forms
- Update all PowerSchool manuals and update student registration forms and send to all schools
- New Kindergarten student registration forms – file, export information to Student Services Coordinator, Early Childhood Education Facilitator, and Transportation Supervisor
- Band Equipment Inventory – update school lists in AssetTiger and provide support to teachers when needed
- University of Manitoba – send electronic transcripts of graduating students
- Request Artwork from grades 7-12 then order Graduation Cards from Leech Printing for all graduates
- Request graduate names from schools and order diplomas from Friesen's
- Board Information on Website – move current year meetings to archive then create new school year.
- Trustee website – move current year agendas to archives and create new school year
- Add new school year calendar to website
- Send WHIMIS and Hearing Testing information to appropriate staff

Reception/Communication

Daily

- In person and telephone reception for Senior Admin
- Maintain Senior Admin staff schedules

Weekly

- Contact trustees/staff/parents/public regarding meetings and information as required

Monthly

- Red Cross contact for CPR & First Aid Courses
- myBlueprint – Help coordinate information with the Career Prep Coordinator

Seasonal/Semester

- Provincial Exam Marking – coordinate teachers and location

Annually

- Purchasing, event planning/coordination and clerical support to the Board Committee for the annual Retirement and Recognition Dinner.
- WSH, Hearing Testing, WHMIS Training, CPR/First Aid Training – email and coordinate attendees
- The Learning Bar Surveys – Coordinate surveys for schools

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- Student Services Workshops – coordinate for Coordinator of Student, Clinical, and Pre-Kindergarten Services
- AED Devices – update equipment calendar and coordinate with Maintenance Supervisor

Finance – Accounting and Purchasing

Daily

- Atrieve – process Staff Leave Request and create purchase orders for all Divisional leaves. Process all Travel and Expense Claims for Division employees

Research

Daily

- Research information for Senior Administration

DO Workload Management - Miscellaneous

Daily

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned

Weekly

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned

Monthly

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned

Seasonal/Semester

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned

Annually

- Act as back-up to other administrative support staff in the office
- Other duties as may be assigned