

POSITION: EXECUTIVE ASSISTANT

IMMEDIATE SUPERVISOR: Director of Education

Assignment:

The Executive Assistant provides a variety of secretarial and administrative support services related to the effective and efficient operation of the Battlefords Agency Tribal Chiefs Education Board Office. She/he is primarily responsible for providing secretarial support service to the Director and other designated executive officers of BATC Education.

Duties and Responsibilities:

1. Accurately, and in a timely manner, provide word processing and other computer application services to the Director and other designated executive officers of the Board.
2. Develop, implement, maintain and revise as required a functional filing system for the central files of the Board Office.
3. Be familiar with the filing systems of the Superintendent and Consultants so as to be able to retrieve items upon request.
4. Serve as the recording secretary of the Board, attending meetings as requested by the Director and preparing agenda, information binders and minutes.
5. Post approved BATC Education Board minutes on the BATC Education website.
6. Serve as the recording secretary for Board committees or other meetings as requested by the Director.
7. Prepare and distribute copies of policies, position descriptions, and related materials.
8. Maintain an up-to-date registry of policy and position description manual holders.
9. Perform various administrative support functions as requested by the Director.
10. Prepare and distribute, on an annual basis, a Board Personnel Directory.
11. Assist with the organization and arrangements for Board initiated in-services and meetings.
12. Assist with the preparation and serving of beverages as requested from time to time.
13. As needed, provide assistance to the Receptionist in answering telephone calls or receiving visitors.
14. As needed, or at the request of the Director, assist other Board Office staff with tasks consistent with these Duties and Responsibilities.
15. As approved by the Director assist staff of BATC with tasks consistent with these Duties and Responsibilities.
16. Acquire skills and develop competence in the use of office equipment or computer programs related to these Duties and Responsibilities, in keeping with changes that may occur from time to time in the Board Office.
17. Observe all pertinent Board policies and administrative procedures and maintain strict confidentiality with regard to the affairs of BATC Education, its employees, and students.