

469 SECRETARY/ASSOCIATE SUPERINTENDENT

Identifying Information

Position Title:	Secretary / Associate Superintendent
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Superintendent of Schools
Position Supervises:	Transportation Supervisor

Position Summary

Provide overall coordination and efficient management in the business matters of the school division.

Qualifications

1. Diploma in Business, Public Administration or accounting designation as a minimum; Degree in Commerce Business Administration, CPA or MBA preferred.
2. Significant, successful, broad based leadership experience, preferably in a school board setting.
3. Demonstrate strong communication and conflict resolution skills.
4. Knowledge of current business and project management practices and legislation.
5. Ability to work both independently and as a team member.
6. Thorough knowledge of government regulations as they relate to FOIP, school operations and insurance.

Major Duties and Responsibilities

Leadership Style/Skills

1. Act for the Treasurer / Associate Superintendent in their absence.

2. Strong people skills, team builder, contributing member of senior leadership team.
3. Able to assemble a strong team and build capacity in each of their departments.
4. Provide for the effective supervision and performance evaluation of employees in departments responsible to the Secretary / Associate Superintendent.

Corporate and Support Services

1. Approachable and has the capability to work effectively with central and school based administrators, staff and parents.
2. Provide advice and recommendations on matters affecting corporate services, transportation, maintenance and capital projects.
3. Develop, maintain and monitor the implementation of administrative procedures for corporate services, transportation and maintenance in conjunction with the Treasurer / Associate Superintendent and Deputy Superintendent.
4. Support the Board and Superintendent in the development of meeting agendas, attend meetings, prepare correspondence and ensure maintenance of accurate minutes.
5. Support the Board's annual work plan including coordination of Board conferences and activities.
6. Facilitate, in collaboration with the Assistant Superintendent of Learning, Technology, and Facilities, the successful planning and execution of all modernization and new construction projects, including development of the Facility Master Plan and capital project submissions.
7. Develop and monitor administrative procedures for property management, insurance, inventory, student information, FOIP, central records, administration of grants and disaster services.
8. Administer the complete insurance program for the Division, ensure all policies are adequate to meet Division needs and Board policy and ensure timely payment of all insurance premiums. Maintain a comprehensive risk management system.
9. Act as the FOIP Coordinator for the Division.
10. Prepare and execute all contracts, leases, bylaws, joint use agreements and plebiscites in conjunction with the Assistant Superintendent.
11. Act as Returning Officer for all general and by-elections.

Financial Management

1. Coordinate the annual record of student enrollment through the PowerSchool student information system, ensure the accuracy of the information and provide for the transmission of the data to Alberta Education.
2. Review the enrolment of eligible students with Stoney Education Authority and adjust invoices to reflect the enrolment for the school year.
3. Establish and maintain proper and complete accounting records and properly record all banking and financial operations of the Division.
4. Assist with the management of financial affairs of the Division and all of its schools, including budget advice and training.
5. Support an appropriate balance between central and site-based decision making.
6. Advise schools and other sites of their annual funding allocation and assist in the preparation of their individual budgets, as required.
7. Conduct the internal audit of all school-generated funds and prepare a written report on the school's compliance with policy and audit requirements in conjunction with the Treasurer / Associate Superintendent.
8. Support the preparation of the annual financial statements and the annual audit.
9. Maintain the currency of all financial accounting systems including hardware / software, information requirements and report formats.
10. Provide advice to the Board during the negotiation of employee collective agreements and other service contracts and agreements.

General

1. Participate in research projects.
2. Compile reports.
3. Knowledgeable about and has an understanding of technology applications to enhance organization and learning effectiveness.
4. Attend various committee meetings as requested by the Superintendent.
5. Other duties as assigned by the Superintendent.

References

Section 52,53,67,68,222 Education Act

History

Developed: August 2003
Amended: September 2020
Amended: June 2023