

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO



NU136 - BO2021

position: *Executive Assistant to the Director*

location: *Kemptville Board Office*

salary: *as per Terms and Conditions*

effective: *Immediately*

Job Summary:

Under the direction of the Director of Education and Superintendent of Business, the Executive Assistant is responsible for establishing and maintaining the Student Information System (SIS) and Ministry of Education's Ontario School Information System (OnSIS); and assisting with special projects as required. The Executive Assistant supervises the day-to-day activities of the OnSIS Clerk, SIS Clerk, and Aspen Implementation staff.

Please refer to the attached job description for further information.

Qualifications:

- *Post-Secondary Office Administration Diploma.*
- *Minimum seven (7) years' experience in the area of administrative support to senior executives.*
- *Supervisory experience.*
- *Advanced skills in Microsoft Excel and Word necessary.*
- *Experience working on negotiating committees would be considered an asset.*
- *Sound knowledge of the Education Act and associated regulations.*
- *Experience in managing a Student Information System (Maplewood/Aspen).*
- *Demonstrated ability to use personal computers and associated software.*
- *Ability to use tact, discretion and maintain information in the strictest of confidence.*

Send application and curriculum vitae no later than:

April 8, 2021 by 4:30 pm to:

fax: (613) 258-3610

e-mail: hr@cdsbeo.on.ca

***CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.***

Todd Lalonde
Chair of the Board

John Cameron
Director of Education

A. JOB IDENTIFICATION:

TITLE: EXECUTIVE ASSISTANT TO THE DIRECTOR and SUPERINTENDENT OF BUSINESS

DEPARTMENT: DIRECTOR'S OFFICE & BUSINESS

IMMEDIATE SUPERVISOR: DIRECTOR OF EDUCATION & SUPERINTENDENT OF BUSINESS

B. JOB SUMMARY:

Under the direction of the Director of Education and Superintendent of Business, the Executive Assistant is responsible for establishing and maintaining the Student Information System (SIS) and Ministry of Education's Ontario School Information System (OnSIS); and assisting with special projects as required. The Executive Assistant supervises the day-to-day activities of the OnSIS Clerk, SIS Clerk, and Aspen Implementation staff.

C. DUTIES AND RESPONSIBILITIES:

- Supervise the day-to-day activities of the OnSIS Clerk, SIS clerk and Aspen Implementation staff
- Coordinate school reports and act as school contact; request, receive and compile monthly enrolment reports for submission to members of the Executive Council and the Finance Department.
- Prepare and confirm enrolment summaries for October 31st and March 31st for grant purposes for the Finance Department.
- Work closely with Attendance Counsellors to ensure accurate and timely reporting for enrolment purposes.
- Oversee the implementation of reporting changes associated with OnSIS and the Maplewood/Aspen Student Information System.
- Act as coordinator and final reviewer of all OnSIS reporting, including reviewing data for accuracy with schools, Finance Department, FSL Consultant and Superintendent of Special Education.
- Act as the Board's Local User Authority for system access to Maplewood/Aspen/OnSIS.
- Ensure proper training of school administration on Maplewood/Aspen Student Information System and OnSIS.
- Develop and implement an annual internal school enrolment audit program.
- Participate in and remain an active member of OASBO's Admissions and Enrolment Committee.
- Active member of Student Information System Committee.
- Contact person between STEO, Maplewood/Aspen and ICT.
- In conjunction with the Executive Secretary, assist in overseeing the Board's Records Management System.
- Coordinate contact with legal counsel regarding questions received from schools pertaining to custody cases or child abuse cases.
- Assist in the preparation and circulation process of the school year calendar, including circulation to parents, through the principals of each school.
- Respond to transcript requests from previous students.
- Provide support to the Human Resources and Business Department during HR staffing, annual budget preparation and during collective agreement negotiations as required.
- Perform other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- Post-Secondary Office Administration Diploma.
- Minimum seven (7) years' experience in the area of administrative support to senior executives.
- Supervisory experience.
- Advanced skills in Microsoft Excel and Word necessary.
- Experience working on negotiating committees would be considered an asset.
- Sound knowledge of the Education Act and associated regulations.
- Experience in managing a Student Information System (Maplewood/Aspen).
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- Ability to use tact, discretion and maintain information in the strictest of confidence.

Incumbent Signature

Supervisor Signature