



Policy 3.07

Category: Charter School Operations

Role of the Administrative/Executive Assistant

BACKGROUND

POLICY STATEMENT

The CAPE Charter Board recognizes the role of the school's administrative/executive assistant as vital to the operation of CAPE school and as an integral part of the administration of CAPE school.

DEFINITIONS

1. **Administrative/Executive Assistant** - an individual who possesses training and/or experience in office management and who is responsible for the operations of the school's main office and/or provides supports to one or more of the administration and/or provides supports to parents and children/students and/or the general public.

GUIDELINES

2. The administrative/executive assistant shall provide the CAPE Charter Board with a clean Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check as per Policy 6.1 and comply fully with Policy 6.1.
3. The administrative/executive assistant shall be familiar with the CAPE charter, the Parent Information Booklet, the CAPE Code of Professional Conduct Admin Assistant, and all other relevant CAPE documents.
4. The administrative/executive assistant shall be familiar with CAPE procedures and protocols.
5. The administrative/executive assistant recognizes and accepts the Principal as the instructional and school based administrative leader at CAPE.
6. The administrative/executive assistant recognizes and accepts the Superintendent as the Chief Executive Officer of the CAPE Charter Board and Chief Education Officer of the Jurisdiction and as such responsible for the total operation of the CAPE school.
7. The administrative/executive assistant recognizes and accepts the Charter Board as the entity that provides overall policy direction and leadership for the school.

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8. The administrative/executive assistant actively engages in professional development initiatives.
9. Maintains professional relationships with staff, students, parents and other affiliated individuals, groups or organizations.

Specific Areas of Responsibility

Administrative/Executive Assistant/Superintendent Relations

10. Establish and maintain a positive professional working relationship with the Superintendent.
11. Attend meetings called by the Superintendent and submits a written report and/or information to the Superintendent upon request.
12. Serve as a resource person to the Superintendent and the CAPE Charter Board on matters relative to the daily operation of the school.
13. Develop and maintain an open, effective communication system with the Superintendent.

Administrative/Executive Assistant/Secretary-Treasurer Relations

14. Establish and maintain a positive professional working relationship with the Secretary-Treasurer.
15. Provide any requested forms, information, certificates, and other items to the Secretary-Treasurer by stated deadlines.
16. Develop and maintain an open, effective communication system with the Secretary-Treasurer.

Administrative/Executive Assistant/Principal Relations

17. Establish and maintain a positive professional working relationship with the Principal.
18. Attend meetings called by the Principal and submits a written report and/or information to the Principal, upon request.
19. Serve as a resource person to the Principal on matters relative to the daily operation of the school.
20. Develop and maintain an open, effective communication system with the Principal.

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Administrative/Executive Assistant/Parent Relations

21. Establish and maintain a positive professional working relationship with the parent body.
22. Establish and maintain open communications with parents of the students in the school via phone, e-mail, planner and/or mail and may also use social media if appropriate.
23. Support parents in whichever way that support is required.

Policy/Procedures

24. Works with the Superintendent, the Principal, and the Secretary-Treasurer in the administration of all policies of the CAPE Charter Board in the daily operation of the school.

Fiscal Management

25. Establishes and maintains a close working relationship with the CAPE Secretary-Treasurer, the Superintendent, and the Principal.
26. Attends effectively and accurately to all responsibilities that pertain to fiscal matters.

Facility

27. Works with the Principal to ensure that the school facilities comply with health, fire, and safety regulations and that the facilities are maintained to acceptable standards by implementing relevant processes.

Community

28. Promotes a positive attitude on the part of parents and the community towards the school and its program.
29. Establishes and maintains a positive professional working relationship with the parents, community agencies, and the community at large.
30. Develops and maintains an open, effective communication system with parents, community agencies, and the community at large.

Other

31. Complies with other duties and obligations assigned by the Principal, Superintendent and/or the CAPE Charter Board, and the Secretary-Treasurer.

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References:

CAPE charter

CAPE Code of Professional Conduct for Non-Certificated Staff

CAPE Policy Manual

CAPE Administrative Procedures Manual

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