



AP 3.06

Category: Charter School Operations

Administrative Assistant Role And Responsibilities

BACKGROUND & RATIONALE

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

DEFINITIONS

1. **Administrative assistant** - a person employed to assist with the day-to-day operations of an office.
2. **Student Data** - any information contained within electronic or hard copy student files, such as PASI (Alberta Education) and Edsembli (report cards)

PROCEDURE

3. The administrative assistant shall be familiar with the CAPE charter, the CAPE Non-Certificated Staff Code of Professional Conduct, policies and procedures, and all other relevant CAPE documents.
4. The administrative assistant functions specifically as a support for the site administrators, specifically the principal and vice-principals.
5. The administrative assistant attends meetings called by the Superintendent, the Secretary-Treasurer, the principal, and other administrators and submits a written report and/or information upon request.
6. The administrative assistant complies with other duties and obligations assigned by the Superintendent and the principal.
7. The administrative assistant actively engages in professional development initiatives.

School Council Support/Purchasing/Fundraising

8. The administrative assistant will support the School Council as the need arises upon site administration directives.
9. The administrative assistant will support the efforts of the site administration in the organization of school events.
10. The administrative assistant will liaise with staff, students, parents and community, as directed by the Superintendent or principal.

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11. The administrative assistant will address the dissemination of information to students, parents and staff via e-mail and to Alberta Health as requested.
12. The administrative assistant will manage all uniform matters.
13. The administrative assistant will assist with the organization of school fundraising events and submit grant proposals as appropriate.

Website/Media Manager

13. The administrative assistant will support the dissemination of information via website and social media as directed by the Superintendent or principal.
14. The administrative assistant will maintain the website and the internal visual communication system (TV)
15. The administrative assistant is responsible for data collection re Ed Plan/Ed Reports
16. The administrative assistant will assist with parent, student, and staff surveys.

Student Data/Electronic Files Manager

17. The Student Data/Electronic Files Manager will be familiar with CAPE policies, procedures, protocols, facility, and program.
18. The Student Data/Electronic Files Manager works under the leadership of the Principal.
19. The Student Data/Electronic Files Manager works in collaboration with other administrative personnel.
20. The Student Data/Electronic Files Manager is to attend meetings called by the Superintendent and other administrators and submits a written report, forms, information, certificates and/or information upon request.
21. The Student Data/Electronic Files Manager serves as a resource person to the CAPE Charter Board, the Superintendent and other administrators on matters relative to student data and electronic files.
22. The Student Data/Electronic Files Manager supports parents in whichever way that support is required.
23. The Student Data/Electronic Files Manager maintains all electronic files on PASI (a repository of student information, available on-line in real time, shared between individuals and organizations who required access to the information including: students, parents, Schools, school authorities and Alberta Education).
24. The Student Data/Electronic Files Manager maintains all electronic files on Edsembli, the system that manages report cards, etc..

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25. The administrative assistant will comply with other duties and responsibilities assigned by the CAPE Charter Board, the Superintendent, the Secretary-Treasurer, or the principal.

References:

CAPE charter

CAPE Non-Certificated Staff Code of Professional Conduct

CAPE Policy Manual

CAPE Administrative Procedures Manual

CAPE ByLaws

Adopted: September 2022