



AP 3.05

Category: Charter School Operations

Executive Assistant Role And Responsibilities

BACKGROUND & RATIONALE

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

DEFINITIONS

1. **Executive assistant** - a person employed to assist a high-level manager or professional with correspondence, appointments, and administrative tasks.

PROCEDURE

2. The executive 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.
3. The executive assistant functions specifically as a support for the Superintendent in areas relating to Alberta Education, TAAPCS, Board, elected officials, and other areas.
4. The executive assistant functions specifically as a support for the Secretary-Treasurer in areas relating to Alberta Finance, audits, banking, Board, payables and receivables, school fees, and other areas.
5. The executive assistant maintains electronic and hard copy files of correspondence, Plans and Reports, Audited Financial Statements, Budgets, fees, receivables and payables, and any other as may from time to time be required.
6. The executive 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.
7. The executive assistant complies with other duties and obligations assigned by the CAPE Charter Board, the Superintendent, the Secretary-Treasurer, and the principal.
8. The executive assistant actively engages in professional development initiatives.

References:

CAPE charter

CAPE Non-Certificated Staff Code of Professional Conduct

**CAPE-Centre for Academic and Personal Excellence
Administrative Procedures Manual**

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CAPE Policy Manual

CAPE Administrative Procedures Manual

CAPE ByLaws

Adopted: August 2022