



Authority Policy 4008

ROLE AND RESPONSIBILITIES OF THE EXECUTIVE ASSISTANT

Legal References: The Education Act

Related References:

Effective Date: April 2016

Revisions:

Reviewed: July 2022

The Executive Assistant reports directly to the Principal/Sr. Administrator, KidsAbility School Authority.

The Executive Assistant should always have the Vision, Mission and Strategic Plan of the KidsAbility School Authority guide their decision making, planning and setting of priorities and practice.

KASA VISION: Children with complex special needs prepared for school success.

KASA MISSION: KidsAbility's unique school environment empowers our students to achieve continued success.

1. Office Administration:

- 1.1 Manage the day-to-day operations of the school office
- 1.2 Designate office assignments and supervise office staff
- 1.3 Respond to daily requirements in the office setting
- 1.4 Initiate and maintain efficient office procedures and effective record keeping including Ontario Student Records, Student Management System, Gold Care, SEA
- 1.5 Communicate student information to staff
- 1.6 Provide administrative support to the Principal and the KidsAbility School Authority Board
- 1.7 Receive and communicate confidential information to and on behalf of the Principal and KidsAbility School Board
- 1.8 Co-ordinate arrangements for meetings including agendas, minutes and follow up actions
- 1.9 Organize and co-ordinate transition, school entry and IEP meetings
- 1.10 Liaise with schools, School Boards, Centre staff and Transportation Company

2. Ministry:

- 2.1 Submit Ministry reports OnSIS and EFIS
- 2.2 Supervise the compilation of Board reports, staffing statistics, correspondence, and staff data
- 2.3 Respond to telephone inquiries from staff, trustees, community, Ministry of Education and other School Boards

3. Administration of Employee Benefits:

- 3.1 Maintain personnel files, employee benefit and pension records for employees of KidsAbility School Authority

4. Accounts Payable:

- 4.1 Receive purchasing requests and compile data necessary for purchase orders
- 4.2 Complete all purchases and disburse payments
- 4.3 Manage finances for TLLP, Donations, and Grants
- 4.4 Oversee approved SEA purchases, invoices, delivery, and disbursement of SEA equipment

5. Payroll:

- 5.1 Prepare and process payroll requirements
- 5.2 Maintain payroll records and facilitate completion of records, file and report requirements related to payroll
- 5.3 File reports and financial re-imburement with appropriate organizations as required ETFO, OPSBA, WSIB, OTPP, OTIP, Manulife, HST

6. Finance:

- 6.1 Receive and account for monies of KidsAbility School Authority
- 6.2 Record all receipts and disbursements, reconcile accounting records with monthly bank statements and provide monthly reporting to the Chair of Finance Committee
- 6.3 Provide records and documents applicable to the finance of the organization for the Auditors
- 6.4 Arrange banking on behalf of KidsAbility School Authority
- 6.5 Promote strong public relations as a positive representative of KidsAbility School Authority with business associates
- 6.6 Liaise with officials at other Section 68's and attend meetings for Business Administrators

Perform other duties as required to support the Principal/Sr. Administrator and KidsAbility School Authority