



# Executive Assistant to the Principal

## St. Paul's High School

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### Position Summary:

The Executive Assistant to the Principal provides high-level administrative support to the Principal's Office, ensuring the efficient operation of daily activities. This role requires strong organizational skills, attention to detail, and the ability to manage multiple responsibilities in a fast-paced environment. The Executive Assistant serves as a key liaison between the school administration, faculty, students, parents, and external stakeholders.

### Qualifications and Skills:

- Senior-level administrative assistant/executive assistant experience, preferably in an education or human services setting is an asset.
- High school graduation or equivalency, with education and/or training in clerical administration, database management, and computer applications.
- Strong organizational and time management skills with the ability to handle multiple priorities.
- Excellent written and verbal communication skills.
- Experience with PowerSchool School Information System is an asset.
- Proficiency in Microsoft Office Suite.
- Experience in data management and reporting.
- Strong interpersonal skills with the ability to handle sensitive information with discretion and confidentiality.
- Ability to work independently while maintaining a high degree of professionalism.
- Ability to learn and adapt to new database systems and administrative tools as required.

### Major Responsibilities:

#### Administrative & Office Management:

- Provide comprehensive administrative support to the Principal's Office, including preparing reports and correspondence.
- Manage daily, weekly, and monthly duties, ensuring all reporting deadlines are met.
- Coordinate logistics for staff meetings and other events, including arranging food and refreshments as needed.
- Manage communications, including preparing mailings, statistical reports, and government-required submissions.
- Serve as a primary point of contact for students, faculty, parents, and external inquiries.
- Monitor and maintain office equipment, including photocopiers, and order necessary supplies.
- Oversee and support the Receptionist and part-time Front Office students, including training and performance management in consultation with the Principal.
- Perform other administrative tasks such as sorting mail, maintaining files, and assisting at the reception desk as required.

#### Student & Academic Support:

- Maintain and update student data within PowerSchool, ensuring compliance with Manitoba Education and Early Childhood Learning requirements.
- Assist with the registration and admissions process, including preparing information packages, issuing letters of acceptance, and maintaining student records.
- Generate and distribute report cards, transcripts, academic records, and related correspondence.
- Provide students' grades to local universities within required timeframes.
- Support student health management by overseeing the URIS and Anaphylaxis Policy in coordination with the WRHA, ensuring Individual Health Care Plans are organized and updated.

**Event & Examination Coordination:**

- Assist with end-of-year activities, including awards ceremonies and convocation, managing logistics such as gown rentals, diploma distribution, and event coordination.
- Coordinate examination logistics, including printing and distributing exams, managing Grade 12 Provincial Exam registrations, and assisting with accommodations.
- Compile Honour Roll recipient lists each semester and update digital displays accordingly.

**Application Process:**

Interested candidates are asked to submit a cover letter, résumé and a reference list to:

**Principal's Office**  
Re: Executive Assistant to the Principal Competition  
2200 Grant Avenue  
Winnipeg Manitoba  
R3P 0P8

Alternatively, interested candidates may submit their package by email to: [apply@stpauls.mb.ca](mailto:apply@stpauls.mb.ca)

Only those candidates selected for an interview will be contacted.

Applicants may request reasonable accommodations related to the materials or activities used throughout the selection process. Your cover letter, résumé, and application must clearly demonstrate how you meet the qualifications and skills for this position.

**Application Deadline:**

We encourage applicants to submit their materials promptly, as review of applications will begin immediately. The ideal candidate would be available to start as soon as possible to allow for a transition period, including the opportunity to shadow the current Executive Assistant.

**About St. Paul's High School:**

Central to the mission of St. Paul's High School is the preparation of young men for post-secondary studies and subsequent leadership in the community. As a Jesuit, Catholic school our curriculum has been developed in a way that stimulates our students' imagination and desire to learn, encourages them to make positive and meaningful decisions, and provides the groundwork that promotes lifelong learning.