



BLACK GOLD SCHOOL DIVISION

Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.

Secretary ~ Full-time Position

1.00 FTE – 35 hours per week (Probationary)

Riverview Middle School – Devon, AB

Duties:

- Communicate and work effectively, positively and politely with students, staff and community
- Maintain a high level of confidentiality at all times
- Supervise students in the office and provide non-emergency first aid
- Assist staff with office related duties, including but not limited to: recording & monitoring daily attendance, providing accounting and Parent Portal support
- Create Google Forms and maintain and report responses
- Receive, process, code invoices, process payments through IEW and EEW systems; code and reconcile Visa purchases
- Maintain SGF budget/transaction/financial reports; Rycor fee and account setup
- Maintain Division budget/transaction reports
- Maintain Division Professional Development and teacher's classroom and School Council budgets
- Maintain cash/cheques collected and completed batch reporting/deposits
- Assist teachers with field trip coordination; arranging payments, etc.
- Manage office supplies
- Manage new student registration, inquiries and student records
- Receptionist duties will include handling telephone calls and assisting in-person inquiries by students, parents, staff and school visitors
- Other duties as assigned by school administration

Qualifications:

- Ability to deal with public, staff and students in a helpful, courteous, friendly and professional manner, maintaining a high degree of confidentiality and professionalism at all times
- Exemplary computer skills in the Google environment, SRB, Rycor, Word, Excel, PowerSchool and other related programs are required
- Excellent time management skills are required: must be detail-oriented and extremely well organized - able to work under pressure, multi-task and meet deadlines
- Ability to work efficiently, independently and as a member of a team
- Must be capable of working in a high-paced, challenging and complex environment
- Ability to have an understanding and compassion for elementary students
- Welcoming, helpful customer service oriented focus
- First Aid certificate is an asset
- Accounting experience required (previous accounting experience with Black Gold Regional Schools is an asset)

- Position commences: August 23, 2023 until June 28, 2024
- Hours of work: Monday to Friday – to be determined
- Salary and benefits according to C.U.P.E. Collective Agreement
- As a condition of employment, new employees are required to provide a current **Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment).

Deadline for applications: June 12, 2023 - 12:00 p.m.

Please include a cover letter, resume, and two reference letters in one PDF document.

Competition #23/24 – 14
Please e-mail resume to the attention of:
Justin Klaassen, Principal
Riverview Middle School
justin.klaassen@blackgold.ca

Thank you for showing an interest in this position. Only those selected for an interview will be contacted.
Resumes of individuals not granted an interview will not be kept on file and will be disposed of appropriately.