



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 1 ~ Part-time Position

0.25 FTE – 8.5 hours per week

École Champs Vallée School – Beaumont, AB

Duties:

- Communicate and work effectively, positively and politely with students, staff and community
- Maintain a high level of confidentiality at all times
- Greet and direct school visitors, communicate with parents regarding activities, etc.
- Answer telephones, supervise students in the office, provide non-emergency first aid
- Assist staff with office related duties including but not limited to: recording and monitoring daily attendance, providing accounting and Parent Portal support
- Create and manage online permission forms
- Assist with student enrollments and verification
- Create Google Forms and maintain and report responses
- Receive, process, code invoices and staff cheque requisitions through IEW; code and reconcile Visa purchases
- Maintain SGF budget/transaction/financial reports
- Maintain Division budget/transaction reports
- Maintain Division Professional Development and teacher's classroom and School Council budgets
- Maintain cash/cheques collected and complete batch reporting/deposits
- Assist teachers with field trip coordination, booking bussing, etc.
- Manage office supplies
- Manage new student registration and inquiries
- Maintain student records
- Other duties as assigned

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
- Must have excellent office management skills; detail oriented and extremely well organized - ability to meet deadlines, work under pressure and switch rapidly between tasks
- Must be capable of working in a high-paced, challenging environment
- Proficient computer skills in PowerSchool, Word, Excel, Google Apps, Rycor, Messenger, Alert Solutions, Atrieve, eBase, and other school related programs is required
- Excellent verbal and written communication skills
- Fluency in French is an asset; additional languages are an asset
- Positive personality, customer service orientation, and an appreciation for volunteer service
- Ability to work efficiently independently, and as a member of a team
- Previous Secretary experience with Black Gold School Division is an asset

Details:

- Hours of work: TBD
- 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).

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Deadline for applications: Friday, January 26, 2024 – 4:00p.m.

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

Competition #23/24 - 156
Please e-mail the package, quoting the competition number to the attention of:
Patrick Gamache Hutchison, Principal
École Champs Vallée School
patrick.gamache@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.