



## **Administrative Assistant: School Support**

### **Qualifications & Experience:**

- A bachelor's degree.
- Excellent organizational and interpersonal skills.
- Experience working with individual students, and small groups, in a school setting.
- Evidence of outstanding skills to collaborate, communicate and problem solve; with students, staff, families and outside agencies

### **Job Overview:**

The Administrative Assistant for School Support works closely with administration and reports to the Principal. This 11 month position involves administrative duties that cover a range of tasks as directed by school administration, including collaborating, scheduling and problem solving with external organizations and agencies providing important services to the school. These include, but are not limited to; Southland Buses, Alberta Health, Hour Zero, Alberta Education, Edge Imaging, and ADP Workforce.

The position requires strong communication and collaboration skills, and exemplary abilities in organization and long range planning. Additionally, the Administrative Assistant for School Support collaborates with staff to help manage and plan for appropriate resource allocation for tier 3 and code 42/44 students. Supporting administration with collating files and documents for a range of projects including severe files, IPPs and emergency procedures is integral to this role. The individual will demonstrate positive interpersonal skills, and be a flexible thinker who can manage a variety of duties, and who responds well in the moment to challenging situations.

### **General Duties:**

- Collaborate and problem solve with Southland, and school families, throughout the year, to determine routes and find solutions to issues with bussing logistics.
- Liaise with Southland and vice-principals to assist with student/driver issues.
- Manage van bookings for school trips and excursions.
- Support administration to compile severe file applications for Alberta Education.
- Provide additional, in-person support to code 42/42 and tier 3 students; and collaborate with staff accordingly.
- Monitor and support the services being provided to severe students.
- Provide input, where appropriate, for severe IPPs.
- Be the school contact for the school nurse, and liaise with the school nurse for immunizations and other student health issues.
- Be on a range of committees, including:
  - Graduation Committee (point person for the Grad event)
  - Remembrance Day Committee (liaise with stakeholders such as the Legion, for poppies, ceremony and veterans' food bank)
  - Safety Committee (Including Hour Zero responsibilities and AED checks)
  - OH&S Committee
- Be responsible for Hour Zero, to monitor, plan and review fire-drills, lock down, and training, in conjunction with vice-principals and principal.
- Support administration with registrations for Alberta Education's online courses.
- Support vice-principal responsible for sub-teachers, to review approved timesheets in ADP Workforce.
- Organize, and be the contact for, all matters pertaining to school photos.
- Support the School Admissions and Data Coordinator where necessary.
- Work with school administration to support additional duties when requested.

### **To Apply:**

Submit your resume, cover letter and names of references, **by May 2nd**, to:

FAO: Ashley Barber, School Principal

[application@foothillsacademy.org](mailto:application@foothillsacademy.org)