

AURORA ACADEMIC CHARTER SCHOOL

Middle School Head Secretary

Application deadline: Sept 20, 2022

Term Contract: 1.5 months

Job Type: Full-time, Fixed term contract

Salary: \$38,000.00-\$50,000.00 per year

Start Date: Sept 22, 2022

Location: Aurora Academic Charter Middle School (AACS)

Job Details: Aurora Academic Charter School is a public school that believes students can achieve excellence within a direct instruction environment. School enrollment is approximately 370 and class sizes range from 22-24 students. Please visit the school website at www.auroraschool.ca to learn more about the unique program offered at Aurora School.

The School Secretary acts as office support for the Principal/Assistant Principal, as well as receptionist for the school. The Secretary will need to manage multiple projects and priorities efficiently, while representing the school in a professional manner on the phone and as the first point of contact at the school. The successful candidate will have a passion for creating a welcoming environment and will enjoy working with families and students. Duties will include ordering supplies, managing school communications, using PowerSchool and entering data into PASI, maintaining a safe and secure environment, answering phones and contacting families, signing in/out visitors and students, helping with school events, responding to minor medical incidents by handing out band-aids and ice-packs, and performing other administrative duties as required.

Benefits include a Health, Dental, Retirement Savings Plan, and professional development as well as excellent vacation time.

General Qualifications

- Completion of the 12 grade and completion of an appropriate administrative professional certificate program from an accredited business school/college or relevant experience will be considered.
- Minimum of 3 years of administrative or secretarial experience

- Advanced computer skills and experience in Google applications and knowledge; PowerSchool experience is an advantage.
- Intermediate understanding of Excel basic functions and formulas is an advantage.
- Ability to deal with sensitive issues and confidential information with judgement and discretion
- Highly self-motivated and produces quality, error-free work
- Strong organization skills with exceptional interpersonal and teamwork abilities
- Flexible and adaptable
- Excellent written and oral communication skills
- Embrace the Safe & Caring Schools model and calmly respond to school emergencies

Supporting Documentation Required

- Cover letter
- Resume
- Recent performance review or reference

Benefits:

- Dental care
- Extended health care
- Vision care

Schedule: Monday to Friday

Please send all resumes to the Middle School Principal, Mr. Peter Dang:

pdang@auroraschool.ca

All applicants will be considered, but only those selected for an interview will be contacted.