



Campus Office Assistant – 0.6 FTE North High School Campus

Located in Calgary, Foundations for the Future Charter Academy (FFCA) is the largest public charter school in Alberta, serving over 4000 students in eight campuses throughout the city. We offer educational programming through a Distinctive Teaching and Learning Framework that has been developed within the Alberta context for students from Kindergarten to Grade 12. Our mission is to provide a safe and caring environment where the four pillars of our charter, academic excellence, character development, parental involvement and staff leadership are valued and fostered.

Position Summary

A Campus Office Assistant is required for a temporary position at the North High School Campus beginning August 19, 2024.

Reporting to the Principal Educator, with additional direction provided by the campus administrative assistant or secretary as delegated by the Principal Educator, the Office Assistant performs duties for administration and teachers on each campus. The Office Assistant is responsible for assisting the Campus Secretary in managing the campus office's reception and daily operational needs, and helping ensure effective communication between teachers, parents, and students.

The successful candidate will demonstrate the following qualities:

- A positive, enthusiastic attitude;
- Ability to relate patiently and pleasantly to phone callers and school visitors;
- An understanding of the need for discretion and confidentiality;
- A supportive and caring manner with children;
- The ability to work independently as well as collaboratively with administrators, teachers, and other support staff members;
- Ability to multi-task in a highly interruptive environment;
- A desire to work in a team environment of partnerships among campus colleagues, cross-campus colleagues, as well as administrators and parents;
- A belief in continuous learning and a desire to continuously improve.

Responsibilities

1. Reception
 - a. Greets students, parents and other guests at front counter and provided needed assistance
 - b. Answers front office telephone providing needed assistance or directing to appropriate personnel

2. Campus Office Operations
 - a. Records daily attendance, tracking lates, and extended absences
 - b. Distributes internal and external mail
 - c. Maintains office signage or bulletin boards
 - d. Supports new teachers, guest teachers, guest presenters and volunteers by aiding in the use of office equipment, accessing needed equipment, resources or campus locations and answering questions regarding campus operations.

3. Office Maintenance
 - a. Assists the office secretary in maintaining the office equipment: photocopier, laminator, fax machine
 - b. Orders supplies as needed
 - c. Books service calls as needed

4. First Aid
 - a. Provides first aid to students and staff as needed
 - b. Assists the Campus Secretary to maintain supplies in First Aid kits, files injury reports, maintains medical records

5. Events & General Support
 - a. Provides assistance in setting up and tearing down for campus events (e.g. learning conferences, performances)
 - b. Provides assistance in the coordination of on-campus activities (e.g. career fair) and off-campus activities (e.g. field trips) as needed

6. Other related duties as assigned

Successful candidates will be expected to participate in FFCA's new staff orientation from on August 12th & 13th.

Closing date for applications: This position will remain open until filled.

Application Details:

Interested candidates are asked to e-mail a cover letter, resume and 2 references to chloe.graveline@ffca-calgary.com.

While all applicants are thanked for their interest, only those selected for the interview process will be contacted.