Secretary – 1.0 FTE - Probationary
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 FFCA Teaching and Learning Framework that has been refined and 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, namely academic excellence, character development, parental involvement and staff leadership, are valued and fostered.

Position Summary

A School Secretary is required for a probationary position at the North High School Campus beginning immediately.

Reporting to the Principal Educator, the school secretary works in conjunction with the Administrative team to ensure the smooth operation of the school. Experience with a large database program is essential; familiarity with PowerSchool would be an asset. 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

- Serve as secretary to the Principal and Associate Principal;
- Maintain school and student files including daily attendance;
- Assists in preparation for school opening and closing;
- Type staff-related correspondence, class lists, newsletters;
- Order supplies and paper for the school;
- Manage school website and electronic communications via learner management system;
- Update and maintain Learning Conference website;
- Provide reception service to telephone and counter callers;
- Provide minor first aid to students; and
- Other duties as assigned.

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.

A current police information check and first aid certificate is required.

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