



CONNECT
CHARTER SCHOOL

Employment Opportunity – Receptionist/Office Assistant (Full Time)

June 25, 2020

Connect Charter School is a Board-governed, publicly funded charter school of 600 students (grades 4 – 9), offering a unique, **inquiry-based** learning environment that inspires students to understand more fully the world in which they live. The school has a strong culture of **innovation**, with **experiential, outdoor & environmental education** being supported by technology as vital parts of the overall program. We are seeking a highly collaborative

RECEPTIONIST/OFFICE ASSISTANT (Full Time)

The successful candidate will have demonstrated expertise in working within a school environment and will fulfill the following role:

- Answer phones, direct calls, and provide information to public;
- Respond to office emails, provide information, or direct appropriately
- Provide friendly and helpful front counter service to parents, students, and guests to the school;
- Record, track, and follow up on government mandated attendance records for students;
- Monitor school bus arrivals and departures; supervise bus loading at end of day;
- Coordinate transportation as requested by teachers for field experiences and off campus events;
- Administer minor first aid to students;
- Management and maintenance of Office Supplies, Student Kits and Student/Teacher supplies, and Staff Room Supplies (eg. Coffee etc.)
- Other duties as assigned.

The suitable candidate will demonstrate:

- An ability to work in a very busy environment and remain patient and organized;
- A passion for working with children;
- Excellent verbal and written communication skills;
- Ability to work with technology within an office setting;
- Basic understanding of bookkeeping procedures;
- Preference will be given to those with experience working within the Power School Student Management System

Applicants are invited to submit resumes and supporting documentation to the Principal, Dr. Phil Butterfield at: phil.b@connectcharter.ca

Please use the subject line **Receptionist/Office Assistant**. Only shortlisted candidates will be contacted.

The application deadline is 3pm Friday, July 24, 2020, with interviews to take place shortly thereafter.