

Administrative Assistant (Elementary, Sayward) Part-Time

Campbell River Region
Sayward

Thursday January 8, 2026

\$31 - \$40/ hour (\$31.51/Hr)

Company: SD72

Industry: Education

How to apply:

Please submit applications through the School District 72 Job Connect Portal. We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The successful candidate will be required to complete a criminal record check. Please ensure your application includes a cover letter stating the posting number, an updated resume and references, including most recent supervisor(s).

Attachment: [SY2526-CLER-010 Administrative Assistant Sayward.pdf](#)

Expiry Date:

Details:

About the Role: Reporting to the School Administrator and to the Assistant Secretary-Treasurer, the Administrative Assistant (Elementary) performs moderately complex administrative support services including transactional bookkeeping tasks, while supporting the efficient operation of an elementary school office. This position is the sole administrative role in the elementary school and multitasks their administrative duties while also providing reception and information services for the school.

Position: Administrative Assistant (Elementary), Posting Number: SY2526-CLER-010 Term of Employment: Hours/Day/FTE: Permanent 5.50 Hours/day Start Date: January 19, 2026, Deadline to Apply: 4:00pm on Tuesday, January 13, 2026

Join Our Team: School District 72 is looking for an Administrative Assistant (Elementary) to join our team of professionals at Sayward Elementary School who strive to bring the district's learning beliefs to life. School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students. The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

Specific Responsibilities:

- Performs a variety of office administration duties for the school administration, including preparing correspondence and documentation, on-site communication, mail processing, typing, copying, and filing, including those of a confidential nature.
- Provides reception and information services for the school by answering telephone, and responding to a variety of queries from students, parents, district staff, visitors, and other members of the community.
- Performs all aspects of the bookkeeping function, including budget reporting, school AP/AR, cash handling, and bank reconciliations, while ensuring district financial procedures are followed at the school.
- Responsible for the purchase of school supplies and equipment and maintaining the school's inventory.
- Responsible for maintaining accurate student records within the MyEd BC Student Administration system in adherence to district policies, including registration, attendance record-keeping, discipline tracking, report card preparation, and report

generation for the school district and Ministry of Education and Child Care. • Maintains student files under the direction of the School Administrator and Learning Support Teacher, including setting up files for new students, maintaining records while student is in attendance, and forwarding files per district guidelines when student leaves the school. • Assists in arranging for and maintaining records for non-teaching and teaching staff positions in the event of absence or illness. • Aiding the school and school administration in communicating with parents and the public by regularly maintaining the school's website, to share current information and stories about what is happening in and around the school. • Assists parents/caregivers as required, including providing hands-on support for student registration. • Liaises with the school's Parent Advisory Council for several duties such as collecting fundraising forms and funds and communicating with families. • Performs minor first aid as required and maintains medical reports/alerts and documentation as outlined in district policies. • Under the direction of the School Administrator, submits work orders as required. • Assists with onboarding of new school staff by assigning keys, access codes, and maps. • Processes bus requests and tracks charges. • Assists Vancouver Island Health Authority by coordinating screening sessions and preparing and forwarding information reports. • Other related duties as required. Contribute to Our Success: The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following: • Honor Indigenous World Views and Perspectives • Student-Centered Learning Environments • Evolving for Tomorrow The following commitments are essential to all positions within the Campbell River School District: • Commitment and adherence to workplace policies, procedures & practices. • Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy. • Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act. Join Our Community: Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains. The area is renowned for its natural beauty and recreational opportunities such as skiing, kayaking, fishing, mountain biking, hiking, golf, and endless opportunities to experience nature. The moderate climate allows residents to participate in numerous outdoor activities on a year-round basis. Experience the Benefits of SD72 • Professional development and growth opportunities. • The opportunity to grow your career in a small district. • Progressive leadership team. • Positive collegial culture with a great sense of community. Employees are eligible for extended health and

dental benefits, life insurance, and participation in a pension program as outlined in the Canadian Union of Public Employees (CUPE), Local 723 along with competitive vacation and sick day entitlements. Employment Equity: We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences. School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

Qualifications & Experience:

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized postsecondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and bookkeeping experience.
- One-year recent full-time equivalent office administration experience in a school or district department.
- Thorough bookkeeping knowledge and experience, including accounts receivable, accounts payable, budget reporting, reconciliations, and accounting procedures.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications
- Demonstrated knowledge of the MyEd BC student administration system.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all School District staff and external parties.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality
