



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwítḡaḡw people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and ḡwεmaḡkʷu (Bute Inlet) First Nations.

SUPPORT STAFF

Position:	Casual Administrative Assistant
Posting Number:	24-CLER-007
Term of Employment:	Casual, On-Call
Wage/Salary:	\$29.53/Hour
Deadline to Apply:	4:00 PM on October 30, 2024

Join Our Team

School District 72 is looking for a **Casual Administrative Assistant** to join our team of professionals 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.

About the Role

Do you have an administrative background, enjoy working in diverse environments, and excel at customer service? Then apply for the position of Casual Administrative Assistant to be employed on an "on-call" basis when permanent school or department-based Administrative Assistants are absent due to illness or other reasons. **This is a 10-month position**, with the exception of the first week of July and the last week of August when the incumbent may be required to work.

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 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 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 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 guide- lines 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.
- Other related duties as required.

Bring your Expertise

- One-year diploma or certificate program at a recognized post-secondary institution in an administrative assistant/bookkeeping program, combined with a minimum one-year recent, related experience or an equivalent combination of education and experience.
- 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 proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Ability to establish and maintain positive working relationships with all School District staff and external parties.
- Ability to work independently with minimum 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.

Contribute to Our Success

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred 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.

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).