



Administrative Assistant

The **Edmonton Classical Academy** is now accepting applications for an Administrative Assistant at our charter school in Edmonton, a campus of Alberta Classical Academy, with a starting date to be determined but could be as early as June 1, 2024.

Edmonton Classical is a charter public school of the Alberta Classical Academy which offers an academically rigorous liberal arts education focused on developing “the knowledge, virtues, and habits befitting free citizens.” Among the school’s distinct features are a smartphone-free environment; its embrace of traditional pedagogy and teacher-led classrooms; a knowledge-rich curriculum centred on classical and enduring works of literature, philosophy, and art; a focus on character and the nurturing of virtues; a culture of friendship and leisure (*scholē*); and an explicit commitment to the pursuit of truth, beauty, and wisdom.

The school is more than doubling in size for the coming academic year and will serve approximately 400 students. We will continue to add a grade each year, eventually serving K-12.

Position Summary

Reporting to the Principal Educator, the campus Administrative Assistant performs duties to establish and support the smooth and efficient operation of the campus.

Responsibilities

Finance Functions (Campus Finances)

1. Maintains accurate record of the campus budget
2. Codes campus financial transactions to be filed with Central Office
3. Invoices, tracks and codes campus-based fees
4. Manages on-site cash and cheques
5. Prepares bank deposits and reconciles campus-based accounts
6. Track, invoice and reconcile School Council and casino funds
7. Collects and accounts fees for campus field trips
8. Provide accurate and timely financial reports to the Principal Educator as requested (e.g. monthly), prepare adjustments as required;
9. Manage petty cash funds, disburses cash, and issue cheques in payment of expenditures



10. Maintain accurate records of school/ project expenditures and revenues for school generated funds including Discretionary, Staff PD, Learning
11. Manage collection / refunding of school fees
12. Manage purchasing/receiving process for ordering and receiving of supplies, furnishings, curricular materials, and equipment

Purchasing

1. Assist with ordering furnishings, curricular materials, equipment and other curricular based supplies, as directed

Client Relation Functions/PowerSchool (SIS)

1. Coordinate and manage registration process
2. Student Information System Support (SIS)
 - a) Provide support for Powerschool (SIS) users.
 - b) Import students from other campuses
 - c) Create accounts for course selection
 - d) Assists with course enrolment, corrections and withdrawals
 - e) Build schedules, calendar and class timetables
 - f) Submit and/or run mark reports, report cards
 - g) complete year-end check list
3. Coordinate and manage all Alberta Education and other Government Reporting
 - a) Compile and submit all reports as required (e.g. Class-size report)
 - b) Submit provincial achievement test / diploma exam registration files
 - c) Submit diploma/non-diploma mark reports, out of province evaluations, mark correction files
 - d) Transcript Updates
 - e) Manage changes, updates, corrections of student records on PASI
 - f) Set up all exam writing sections in PASI
4. Process student and course withdrawals

Facility Management Functions

1. Manage inventory of campus furniture and equipment; recommend maintenance, replacement and surpluses of furniture and equipment
2. Maintain records of campus keys
3. Process maintenance requests referring facility issues to custodians and/or Director of Facilities.
4. Inputs maintenance requests into Fame software
5. Coordination and communication of duties with the Director of Facilities and Custodial Staf
6. Point of contact for snow removal and landscaping

Technology Management Functions



1. Manages the Student Information System
2. Year End Rollover
3. Alberta Education submissions
4. Liaison with Technology Services
5. Family login support for parents

Supervisory Responsibilities

The Administrative Assistant may be responsible for the coordination of duties and contributing to the performance review for the following staff if designated by the Principal Educator:

- 1) Campus Secretary
- 2) Custodial Staff
- 3) Noon Hour Assistant
- 4) Library Technician

General Support Functions

- 1) Implement annual start-up and shut-down
- 2) Manage substitute teacher usage, booking of subs as well as the payroll entry
- 3) Building Support Staff Calendars
- 4) Coordinate staff, student & parent surveys
- 5) Logistics & organizational support for school events (e.g. learning conferences, farewell celebrations, graduation ceremony & banquet)
- 6) Other duties as assigned

Required Knowledge, Skills, Abilities, & Attributes

- ✧ High School Diploma required.
- ✧ Previous experience in financial management (budgeting, banking, tracking expenses, fee collection, ordering).
- ✧ Strong interpersonal skills working with students, parents and staff.
- ✧ Leadership skills.
- ✧ Strong organizational skills.
- ✧ Takes initiative and works independently.
- ✧ Flexible.
- ✧ **Physical Requirements: occasional lifting (up to 50 lbs).**

Desired Experience And/Or Training:

- ✧ Post-secondary diploma/certificate.
- ✧ Previous experience within a school office environment.
- ✧ Proficient in Microsoft / Office 365 / SharePoint Applications.
- ✧ Familiar with Student Information Systems.



Closing date for applications: This position will remain open until a suitable candidate is found.

Application Details:

Interested candidates are asked to complete the full application on our website:

<https://www.edmontonclassicalacademy.ca/careers-1>

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

For more information, please see the Edmonton Classical Academy website

<https://www.edmontonclassicalacademy.ca>