

## **Part-Time Administrative Assistant Distance Education and Flexible Learning Program**

**Responsibilities and Work Site:** We are seeking a friendly, approachable person with outstanding organization, prioritizing, time management, and multitasking skills in a fast-paced environment. A high level of professionalism in dealing with the public and matters of confidentiality is expected. This position is located at Banff Community High School.

### **Duties include:**

- First point of contact for inquiries pertaining to Distance Education/Flexible Learning for students, staff, parents, and the public, including course queries. Assist students with logistics such as accessing their account.
- Maintaining and updating student information using PowerSchool software (collecting and processing student information, entering data, creating and printing reports).
- Advertise distance and dual credit courses, communicating with students expectations for enrollment and completion of courses.
- Enroll students with other distance education and dual credit institutions.
- Maintain records of students taking dual credit and distance education courses.
- Upload students' final marks to Alberta Education (PASI).
- Communicate with teachers and District and High School Principals about student and parent questions, concerns, course requests and approvals.
- Maintain website and Distance Education handbook with accurate and current information
- Ensure all students in diploma courses are enrolled in the diploma exams and have identified locations to write Diploma Exams.
- Other duties as assigned by the Principal.

### **Qualifications:**

- Strong Google Suite and Microsoft Office skills.
- Experience with PowerSchool would be a definite asset.
- Experience working with high school age students in a school setting.
- Excellent communication skills.
- Flexibility
- Ability to problem solve with good decision making skills.
- Must be energetic, and have the ability to work independently and as a team member.
- First Aid training would be considered an asset.

**Start Date:** May 27, 2025 or when a suitable candidate is found

**Hours:** 15 hours per week during the school year

**Closing date for applications:** Until a suitable candidate has been found. First considerations will be given to those who have applied by **May 24, 2025 at 12:00pm noon**.

The working conditions for this position are covered under a collective agreement between the Canadian Rockies Public Schools Division and the Canadian Union of Public Employees Local 4306.

Applications will only be accepted electronically by email to [hr@crps.ca](mailto:hr@crps.ca). **No hard copies or faxes will be accepted.** Please provide both **phone numbers and email addresses** for references. **A Criminal Record Check/Vulnerable Sector Check (current within 3 months) will be required before the successful candidate may start in this position.**

Attention: Mr. Christopher MacPhee,  
Superintendent of Schools

*Canadian Rockies Public Schools thanks all applicants. Only those candidates selected for an interview will be contacted.*