

Valhalla Community School

Leading Into the Future

A Publicly Funded Charter School

Valhalla Centre AB

We are looking for a uniquely qualified individual for the part-time position of

Office Assistant

Valhalla Community School is a publicly-funded community charter school operating under the direction of the Valhalla School Foundation. It offers an innovative program grounded in whole-group direct instruction, mandatory second language and student leadership development to approximately 100 students from grades K to 9.

In this position, the Office Assistant will be responsible for supporting the Secretary Treasurer / Administrative Assistant in her role and responsibilities. Responsibilities may include responding to phone calls and emails; corresponding with students, parents and teachers, maintaining student records and coordinating with Secretary/Treasurer.

Responsibilities and Qualifications

- Be enthusiastic , passionate about students and able to demonstrate a genuine care for the individual students
- Be willing to adopt Valhalla School's Charter values and promote them with enthusiasm
- Excellent interpersonal and organizational skills
- Excellent computer skills
- Capacity to be the welcoming, caring, public face of the Valhalla Community School

All staff must present a current RCMP Criminal Record Check and Child Welfare Check as a condition of employment.

Please mail or email resumes to:

Valhalla Community School
Box 148
Valhalla AB
T0H 3M0

Email: h.lee@valhallacommunityschool.ca

Applications will remain open until a suitable candidate has been found.

We thank all applicants, but only candidates selected for interviews will be contacted.

For more information please contact or visit our school in Valhalla

Phone: 780-356-2370