

AURORA ACADEMIC CHARTER SCHOOL

1.0 FTE Head Secretary

Application Deadline: 4:00PM on **July 19, 2017**

OPEN COMPETITION

(all qualified candidates are invited to apply)

Competition	2017-017
Level	Head Secretary
Location	AACS – Middle School
Contract	Salaried
Start Date	August 14, 2017

Job Details

AACS – Middle School is a Grade 5-9 public school that believes average students can achieve excellence within a direct instruction environment. School enrolment is approximately 419 and class sizes are 22 - 24. Aurora School is in the top five percent of Alberta Schools in academic achievement for the past 10 years. Please visit the school website at www.auroraschool.ca to learn more about the unique program offered at Aurora School.

The successful candidate of this full time (1.0 FTE) Head Secretary position will perform school based duties for the Middle School and provide secretarial support to the Principal and/or Assistant Principal.

General Qualifications

- High School Diploma or Post-Secondary Training
- Strong leadership and interpersonal skills, and the ability to work independently is essential
- Knowledge and experience within a school environment is an asset
- Knowledge and experience using PowerSchool and the Alberta Education Extranet is an asset
- Knowledge and experience with computers and other office equipment is essential and must possess strong keyboarding skills
- [Interviews will be conducted the week of July 24, 2017.](#)

Applications and supporting documents can be emailed to:

Janet Rockwood, Principal
jrockwood@auroraschool.ca

All completed applications received by the deadline will be considered. Only shortlisted candidates will be contacted.