

## **Elementary Supervision Aide and Administrative Assistant**

Claren Academy, a small progressive independent school located in Yaletown, Vancouver, is seeking a flexible individual who is comfortable working with children and performing school related administrative tasks. This posting is part-time with a total of 30.25 hours per week. This job is best suited for a person who is willing to take on new responsibilities as needed, enjoys working in a child-centred environment, is flexible, organized and enjoys working as part of a school team. As a small independent school that operates in a non-unionized environment, our staff works closely together as a team, often jumping in and assisting others when needed.

### **Weekly Schedule:**

- Monday and Friday-10:00 am-3:30 pm
- Tuesday, Wednesday, and Thursday-10:00 am -5:15 pm

### **Hourly Wage:**

- \$22.00 per hour

### **Job Duties:**

#### **Child Supervisor**

- Supervise students during morning and afternoon recess and lunch times (indoors and outdoors daily regardless of weather)
- Under the direction of a teacher or principal work with small groups of students or assist students that need extra support
- Assist students engaging in appropriate play activities at recess times and potentially help students solve problems in appropriate and peaceful ways
- Assist teachers in administrative tasks such as photocopying, organizing materials, creating manipulatives, etc.
- Assist in organizing and supervising students at the end of day pick up with parents or escorting students to after school programs

#### **Administrative Assistant**

- Maintain an inventory and restocking of stationary, and art and cleaning supplies
- Clean and organize common work areas such as kitchen, staff room, meeting areas, etc.
- Filing teacher resources and office paperwork
- Assist in maintaining classroom tidiness and hygiene
- Assist in maintaining and organizing the classroom and main libraries
- Assist with updating after school dismissal schedules and extracurricular registrations
- Assist with sorting, cataloguing, and updating records for uniform orders
- Other administrative duties as they arise

**Required Qualifications:**

- Experience working with elementary aged children
- Strong English communication skills
- Excellent conflict resolution skills
- Healthy physical fitness and ability to walk to and from parks
- Competence with using computer software, emailing, Excel, etc.
- Willingness to perform a Criminal Record Review

**Desired Qualifications:**

- ECE certification
- First Aid Training

Please respond to [information@clarenacademy.org](mailto:information@clarenacademy.org) with a resume and cover letter outlining your experience or education as it pertains to this position. Thank you for your interest.