

Westmount Charter School

**Office Assistant – Elementary Campus Job Posting**

**Part-time, 0.50 FTE probationary position (commencing on a mutually agreed hire date).**

**Closing Deadline – open until a successful candidate is hired.**

**Competition #20250107-01**

**INTERNAL/EXTERNAL POSTING**

Westmount Charter School is presently recruiting for a part-time, 0.50 FTE Office Assistant at the elementary campus. This is a probationary position commencing on a mutually agreed hire date or as soon as possible. Regular work hours for this assignment are from 7:45 – 11:30 a.m. The work is to be completed onsite. This position requires working school operational days plus additional days at the start and end of the school year. Please refer to the school's website at [www.westmountcharter.com](http://www.westmountcharter.com) for detailed information on the duties and qualifications for this position.

An understanding of the education system in Alberta and working in a school environment is preferred. Experience with PowerSchool applications is an asset. A clear and valid police information check, including a vulnerable sector check, is a condition of employment.

Suitably qualified candidates are asked to provide a cover letter, resume, and the names and contact information of two references to:

Westmount Charter School

728 – 32 Street NW

Calgary, Alberta

T2N 2V9

Attention: Maria Bernardin

Human Resources Director

Email: [humanresources@westmountcharter.com](mailto:humanresources@westmountcharter.com)

*No telephone inquiries. We thank all applicants for their interest in Westmount Charter School however only those selected for an interview will be contacted.*

Westmount Charter School provides a welcoming, caring, and safe learning and working environment that respects diversity, strives for equity among our students and staff, and creates an atmosphere of inclusion, generating and fostering a sense of belonging among our community members. All individuals within the school authority have the right to learn and work in settings that promote equity of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

**Closing Deadline – open until a successful candidate is hired.**