

Purpose

The Office Assistant provides administrative support for the day-to-day operations of the school office under the direction of the Administrative Manager. This role combines strong organizational, communication, and digital content skills. Responsibilities include managing subscriptions, coordinating student documentation, proofreading, assisting with online assessments, and supporting long-term marketing initiatives. The position plays a key role in maintaining consistency and sustainability in the school's advertising and marketing strategy through structured content planning and digital organization.

Job Duties and Responsibilities

The position is year-round; however, workload varies and some higher-demand months should be expected (August, September, February, May, and June). During these times, duties are time sensitive and may require up to 30 hours of work per week. The Office Assistant is expected to respond promptly to emails (within 24 hours) unless prior notice of time away has been communicated.

General Office

- Provide general administrative and clerical support to the Administrative Manager
- Communicate professionally, clearly, and respectfully with staff, students, and parents
- Ensure strict confidentiality and handle sensitive or confidential information responsibly and in accordance with applicable policies
- Manage and order student subscriptions and consumable resources, providing access support to students and ensuring records are accurate and up to date
- Input student activity in subscriptions (IXL, Duolingo, Raz Kids, etc.) into the Student Planner
- Assist with report card proofreading (50-70 hours in May/June)
- Record and post meeting minutes and recordings
- Create monthly school newsletters
- Collect and record receipt of Emergency Response Plans

Advertising

- Manage school advertising initiatives and maintain a structured, long-term advertising plan
- Create promotional images and graphics using Canva (preferred) or other approved design software, adding clear, professional captions or descriptions

Social Media & Digital Content

- Implement and maintain a 6-year rotating social media content plan, reviewing, updating, and reposting content chronologically, leveraging the existing repository for efficiency
- Refresh images and graphics using Canva (preferred) or other approved design software, ensuring all posts align with school branding and messaging standards
- Schedule and manage social media posts on Facebook, Instagram, and Pinterest through Planable, maintaining consistency with the approved annual content calendar

Pathways Insider (blog)

- Recognize the importance of blog content for teacher's research access and for families who do not use social media
- Transfer scheduled social media posts to the Pathways Insider

Inclusive Education Assessment Support

- Proctor online internal assessments (DORA, Gibson) in accordance with established guidelines and policies
- Monitor students during online assessments

Foundational Skills Assessment Coordination

- Maintain a master list of FSA students in the Student Planner
- Register students for the FSA with the Ministry of Education and Child Care using Vretta
- Send email communication regarding FSA testing to families and students, answering questions and providing access support, as needed
- Retrieve and upload individual FSA results to Student Planners

Required Qualifications

The successful candidate will have strong organizational and time-management skills and be able to effectively communicate by email and phone. They will be adept at professional proofreading and written communication and have experience creating digital images and graphics (Canva is strongly preferred). They will be fluent in MS Office applications, and comfortable working with various technology and social media. A high school diploma and typing speed of 50 wpm are required.

Preferred Qualifications

A diploma or degree and/or previous administrative experience is an asset.

Working Conditions

- Online/remote
- Flexible schedule
- Collaborative online team

Compensation

- Part-time, hourly contractor, \$22.50 per hour