



EMPLOYMENT OPPORTUNITY

Position Title: School Administrative Assistant
Reports to: School Principal
Location: Siksika Board of Education – School Based
Employment Type: One-year, 12-Month Contract Position
Compensation: Competitive salary and benefits based on experience and education
Application Deadline: June 30, 2026
Competition Number: SAA-2026-06-16



About the Role:

Under the direction of the School Principal and other members of the administration team, the purpose of this position is to process, maintain and ensure the integrity of student information records. The incumbent also provides confidential administrative, secretarial and office management support, often in an independent manner. This position is accountable for providing effective and accurate support services to ensure the efficient workflow and operation of the school as well as for providing and disseminating accurate information regarding school decisions, procedures, practices and policies. Due to the location of this position in a school setting, the incumbent requires specific skills necessary to perform a variety of functions that are unique to the setting including responding to parents and the needs of students. The incumbent will work closely with the School Office Assistant to ensure front office professionalism, efficiency, and responsiveness in the context of school needs.

Duties and Responsibilities include but are not limited to the following:

- Manage student records, including registrations, withdrawals, updates, and data accuracy.
- Coordinate SIS processes, reporting deadlines, and data submissions to Alberta Education.
- Oversee student marks, report cards, attendance, and related reporting.
- Provide front-line support, respond to inquiries, and support staff with SIS.
- Advise on student records, reporting processes, and maintain documentation.
- Verify diploma requirements and student data via Alberta systems.
- Assist with course setup, scheduling, and annual processes.
- Coordinate ordering, file management, and administrative tasks.
- Liaise with internal departments and stakeholders.
- Handle data requests in compliance with privacy standards.
- Perform other related responsibilities as assigned.

Requirements:

- Current Clear Criminal Record check and Vulnerable Sector Check (if successful candidate)
- Copy of Valid Driving license and Driving Abstract and/or reliable transportation (if successful candidate)
- High school diploma or equivalent.
- Office Assistant Certificate or equivalent.
- 2+ years office experience, including student information management.
- Vested interest in the preservation of the Siksika culture, language and knowledge.
- Proficient in office software with strong data entry skills (minimum 40 WPM).
- Strong customer service, communication, and interpersonal skills.
- Excellent organization, time management, multitasking, and adaptability.
- Demonstrates professionalism, tact, diplomacy, and sound judgment.
- Strong conflict resolution, problem-solving, and decision-making skills.
- Builds positive relationships and maintains confidentiality.
- Reliable, dependable, and shows initiative to improve processes.

How to Apply: Please send your cover letter and resume to workwithus@siksikaeducation.com and include the competition number in the subject line.

Other Careers with SBE: <https://siksikaed.com/about-us/careers/>

We thank all applicants for their interest; however, only those selected for an interview will be contacted.