



EMPLOYMENT OPPORTUNITY

Position Title: School Office 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: SOA-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 perform reception and clerical duties in support of day-to-day school operations. The incumbent greets and welcomes SBE staff and visitors while ensuring all associated security and record keeping processes are followed. This position also involves maintaining filing systems and computerized records related to students, accounting, and inventories. The incumbent will work closely with the School Administrative 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:

- Serves as the primary front-office contact by answering telephones and inquiries, relaying messages, scheduling appointments, providing information to parents, students, staff, and visitors, contacting parents regarding attendance matters, and welcoming and registering substitute teachers.
- Maintains student attendance and records, including registrations, withdrawals, transfers, behavior referrals, detentions, SIS data entry, cumulative record management, and responses to authorized information requests in accordance with privacy requirements.
- Performs clerical and administrative support duties including filing, document processing, report preparation, data entry, typing, mail distribution, operation of PA/intercom and duplicating equipment and prepares files for storage and moves.
- Maintains bulletin boards, office supplies and arranges for delivery of goods/services, files, and other informational materials in the front office.
- Accesses computerized applications related to student systems, financial systems and purchasing systems.
- Liaise with various SBE services units and departments as needed.
- 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.
- Enrollment in or completion of a recognized Administrative Information Management, Office Assistant, or related post-secondary program and/or related office administration experience is considered an asset.
- Vested interest in the preservation of the Siksika culture, language and knowledge.
- Strong verbal, written, listening, interpersonal, and customer service skills, with the ability to build positive professional relationships with students, staff, co-workers, and community members.
- Strong computer, data entry, bookkeeping, and office/records management skills, including proficiency with word processing, spreadsheets, and email applications, with a high degree of accuracy and attention to detail.
- Strong problem-solving, decision-making, organizational, multitasking, and time management skills.
- Ability to adapt and manage change in a school environment.
- Demonstrated trustworthiness, integrity, dependability, and reliability, including the ability to handle sensitive information with discretion and maintain strict confidentiality.
- Ability to recommend and implement procedural improvements to enhance workflow and efficiency.

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.

*SBE is guided by our Siksika values. Decisions and actions will demonstrate these values.
Our values create long-term benefits for the Siksika Nation and the students we serve.*