



Bioregional Education Association | 2738 Higgins Street | Victoria BC | [oakandorca.ca](http://oakandorca.ca)

# School Administrative Assistant Position

The Bioregional Education Association is seeking a like-minded, compassionate, and skilled administrative assistant in Victoria BC to join our community and contribute to running Oak and Orca School and Hands-On Home-Learning.

Oak and Orca Bioregional School is a small, unique independent school in Victoria BC offering compassionate learning experiences for children from pre-primary through grade 12 both in person and through our Hands-On Home-Learning program. We have families around BC who carefully choose our program because of our values-based, non-profit approach to education. We endeavour to use consensus-based decision making within compassionate teams of educators. Staff take on a variety of tasks within the organization and typically work on several different teams to create a full-time position that is challenging and multi-faceted.

We are looking for organized, compassionate, and creative individuals who enjoy working with and around children in a community-minded setting to join our administrative team.

## We are looking for...

- an interest in bioregionalism and working in a non-profit environment
- a clear and compassionate communicator with strong written and oral communication skills
- strong tracking and follow-through skills
- familiarity and proficiency with databases, spreadsheets, and processing financial information
- ability to accurately input and analyze data of various types and formats
- flexibility and adaptability
- willingness to work with and around children and families (in person and/or at distance)
- interest in alternative teaching and learning
- ability to work with others, and to work with a consensus decision making approach
- willingness to be mentored in the school's philosophy

## The Oak and Orca Team

Our supportive, consensus-based, collaborative team fosters a different kind of education, embracing each child's natural inquiry process within the context of daily routines. All staff at Oak and Orca are expected to model a bioregional lifestyle including ecological and social responsibility. In keeping with these philosophies, all staff are expected to bike/bus/walk to work most days and to observe the Bioregional Education Association [constitution, bylaws, and policies](#).

If the description above feels like a fit for you and you'd like to join our school community, please [visit our website](#) to learn about our application process. We look forward to hearing from you!

## General Administrative Responsibilities

- Reception, including telephone, email, and walk-in inquiries from existing and prospective community members, vendors and other folks
- Record-keeping and maintenance of paper-based and digital files, financial records, student records, payroll records, and other confidential files.
- Liaising with 3rd party vendors who provide learning support and resources to students; invoicing and budgeting for these supports and resources.
- Documenting procedures
- Registration and de-registration of students, preparing and receiving student files.
- Managing, organizing, researching and assisting with various projects as needed
- Getting to know our families
- Integration with our Special Education Team to support students with diverse abilities needing extra support, including learning about the Ministry of Education funding model and funding categories and supports required.

## Other Potential Tasks

- Childcare and education, possibly including out of school care, time outside with kids during recess and lunch-time, workshops, reading with kids, etc.
- Building relationships with students, particularly those needing extra support
- Tidying, gardening, general repairs and maintenance
- Proofreading/Editing
- Developing learning activities for our home-learning families
- Supporting the growth of our programs (e.g. marketing, supporting new coworkers, community events, etc.