



Job Description: Administrative & School Operations Coordinator

Reports To: Executive Director

Location: Acton Academy Calgary Central

Full-Time or Part-Time

Level 2/Level 3 ECE or Alberta Certified Teacher

Acton Academy Calgary Central is a growing learner-driven micro-school serving Preschool–Grade 5 and expanding annually. We are seeking an **Administrative & School Operations Coordinator** who is highly organized, efficient, and capable of managing multiple operational priorities in a fast-paced school environment.

This role requires a strong sense of responsibility, accuracy, initiative, and follow-through. Candidates must be able to support administration, operations, compliance, communications, and child supervision with consistently high standards.

Acton's Culture & Expectations

Acton maintains a high-performance environment where staff are expected to demonstrate:

- Strong execution and accountability
- High organizational standards
- Clear, professional communication
- Efficient task management and prioritization
- Ability to work independently with minimal supervision
- Consistent, reliable follow-through

Candidates who value structured processes, operational excellence, and continuous improvement will excel in this role.

Position Overview

The Administrative Assistant & School Operations Coordinator supports school-wide operations, admissions, compliance, materials preparation, parent communication, and child supervision. The role requires accuracy, clear documentation, proactive problem-solving, and strong time management. Full-time and part-time options are available.

Areas of Support:

1. Admissions & Enrollment Administration

- Respond to prospective family inquiries promptly and professionally
- Schedule tours, trial days, and follow-up meetings
- Manage application steps and track progress in TUIO
- Maintain accurate enrollment data and deadlines

2. Parent Communications

- Draft school updates, reminders, and notices
- Prepare newsletters and communication materials
- Maintain updated school calendars and parent information documents
- Manage photo day logistics and distribution of viewing links
- Handle general parent inquiries and triage messages appropriately



3. Marketing & Communications Support

- Support Acton Central's brand voice across platforms
- Create graphics in Canva for events, posts, newsletters, and promotions
- Maintain a posting calendar and organize photo content
- Assist with minor website updates, event promotions, and digital storytelling
- Collect visuals and messaging for major events (Giving Tuesday, Business Fair, etc.)

4. Compliance, Licensing, & Record Management

- Maintain student and staff files to meet Alberta licensing and Alberta Ed standards
- Ensure First Aid, CRC, immunizations, and ECE certifications are up to date
- Prepare for licensing visits and maintain compliance documentation
- Complete and file incident reports, supervision logs, and safety checklists
- Track ratios and ensure proper documentation
- File cleaning logs, health routines, and safety forms

5. Operations & Daily Logistics

- Coordinate logistics for field trips, events, permissions, and supplies
- Maintain inventory and ensure materials are restocked consistently
- Keep administrative and storage areas organized and functional
- Execute daily task lists for school readiness and closing routines

6. Classroom & Program Support

- Prepare materials (printing, laminating, assembling)
- Support setup for Quests, Exhibitions, and school events
- Provide break coverage for Guides as needed
- Supervise learners outdoors in all weather conditions from 3:00 – 3:30pm
- Provide after-care supervision from **3:30–4:30pm or 5:30pm**
- Support operational demands during peak times

7. Event & Exhibition Coordination

- Manage RSVP forms, volunteer sign-ups, and communication
- Prepare event materials, signage, and displays
- Coordinate logistics for parent coffees, Open Houses, and school celebrations

8. Financial & Administrative Support

- Track tuition payments and follow up on overdue accounts
- Support grant documentation and donor communication templates
- Prepare administrative information for the bookkeeper

Skills & Competencies

- Strong proficiency in Canva, Microsoft Excel, Word, and PowerPoint
- Excellent written communication with a professional, concise tone
- Highly organized with exceptional attention to detail
- Strong time-management and ability to manage competing deadlines
- Proactive and able to anticipate operational needs
- Reliable, consistent, and able to maintain confidentiality



- Effective problem-solving skills and sound judgment

Qualifications

- Level 2 or Level 3 Early Childhood Educator certification, or Alberta Teacher Certification
- Bachelor's degree
- Experience in early learning or school settings is an asset
- First Aid/CPR certification (or willingness to obtain)
- Clear Criminal Record Check with Vulnerable Sector Search

Physical Requirements

- Ability to lift 20–30 lbs
- Ability to move between floor-level and standing positions
- Ability to supervise children indoors and outdoors in all seasons

Why Join Acton Academy Calgary Central?

- Staff discounts on tuition
- Beautiful, calm workspace in a small-school environment
- A mission-driven team that values kindness, autonomy, and continuous growth
- Opportunities to grow into expanded admin, operations, or educational roles
- The chance to help build a school that is changing the future of education in Calgary

How to Apply

If you are a highly organized, efficient, and responsible professional ready to contribute to a high-performance school environment, we invite you to apply. Please submit your resume and a brief message outlining why this role aligns with your skills and experience to hr@actoncentral.org. Applications are reviewed on a rolling basis.

