We are seeking an energetic and enthusiastic person to join our Academic Support - Administration Team! Working at The Bishop Strachan School is challenging, exciting and rewarding. It’s also a lot of fun. This is the place to be if you value forward-thinking leadership and enthusiastically embrace a global perspective.

We offer the opportunity to join an exceptional community of professionals and contribute meaningfully to the education of tomorrow’s transformational leaders. As an employer, we focus on building and developing our employees to be the very best at what they do. We offer competitive compensation, a variety of benefits and supports, and a thought-provoking and inspirational environment.

If you’re looking to challenge yourself and be a leader in girls’ education, we invite you to explore a career with BSS.

**Summary of Position**
The Senior School Co-ordinator is a key member of the Senior School Office Team whose central purpose is coordinating the complex and efficient day-to-day operations of the Senior School. Reporting to the Vice Principal, Student Success, and supporting the Dean of Teaching and Learning, the Senior School Co-ordinator provides exemplary administrative and customer support in a busy, nurturing environment and can easily switch from working with basic office routines to complex administrative responsibilities over the course of the day. This role collaborates closely with members of the Academic Administration Team and other school leaders. The Senior School Co-ordinator works in a procedural, consensus-building manner with faculty, students, parents, and staff in keeping with the school’s vision, mission, and values.

**Specific Accountabilities**
- Coordinates and communicates the annual Senior School (SS) Critical Path and workback schedule for school events, activities, deliverables (e.g. reporting timeline)
- Coordinates, reviews and updates internal publications (SS handbooks, Code of Conduct, various documents, myBSS)
- Coordinates management and storage of documents for Ministry Inspections
- Coordinates development of annual calendar for OTTP
- Coordinates myBSS management and annual roll-over
- Provides administrative support pertaining to closing ceremonies
• Cross trains for backup - supply teachers, scheduling/calendar/room booking, SS/ MS/ JS reception/ News You Can Use/SS Bulletin
• Manages parent communications in a timely and professional manner
• Supports Summer Academy Teachers as needed
• Assists with the report card process
• Has an in-depth understanding of the daily routines and special events at the school
• Keeps Fire Drill attendance lists up to date with student additions and withdrawals
• Has an in-depth knowledge of school’s Crisis Management protocols
• Provides back-up support and assistance to all the academic administrative support staff, including coverage to the main reception area, security, meeting and greeting guests and the BSS community in person and over the phone, as part of the admin support team rotation
• Participates in professional learning and growth
• Embeds diversity, equity, inclusion and belonging into all processes
• Commits to the Staff Growth and Evaluation Process

**Senior School Event Coordination**
- Coordinates annual events (curriculum night, learning conferences, parent speaker series)
- Books nominated speakers, publishes promotional materials, manages registrations and gathers feedback through surveys
- Ensures that events are properly documented on school systems (calendar, room bookings, IT needs), communicated and supported

**Dean of Teaching and Learning**
- Provides administrative support
- Coordinates meetings for the Equity Advisory Committee and Academic Program Team
- Assists the Professional Growth and Learning committee by coordinating workflows and supporting the organization, roll out and data collection connected to PL events

**Summer Academy Preparation (Sept-June)**
- Supports the VP Student Success and Summer Academy Director in the planning and communication around registration for Summer Academy
- Sorts and distributes inquiries and information while alerting the Director of Summer Academy of all updates and communication that require immediate attention
- Communicates and liaises with other departments and colleagues to ensure clear communication and processes are followed. For example: Learning Resource, the eLearning Consortium of Canada (ELCC) and Communications
- Is present and working during Summer Academy to support the Director, monitor student absences and sign outs for Summer Academy (All of July for credit courses and a week in August for skills camps)

**Skills, Experience and Attributes**
- Post-Secondary education
- Previous reception and administration experience is an asset
● Culturally competent with a positive attitude toward cultural uniqueness and a readiness to accept and respect others
● Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
● Outstanding customer service focus and excellent interpersonal skills, both in person and telephone
● Demonstrated professionalism at all times including reliability
● Proven ability to be vigilant with respect to security issues
● Proven ability to exercise good judgment and make split-second decisions
● Proficiency in Google suite and Microsoft Office
● Competence in the effective use of databases
● Proven ability to prioritize and handle confidential information
● Strong organizational and time management skills with the ability to remain flexible

Core Competencies
Demonstrated ability and commitment to the Core Competencies at BSS:
● Respect and care
● Trust and integrity
● Collaboration
● Flexibility and adaptability
● Initiative
● Community focused
● Communication

Why Work at BSS?
We value the willingness to take risks in order to learn and grow - and not just for our students. At BSS, you have the opportunity to immerse yourself in an unparalleled setting, with access to innovative tools, support and resources, so you can pursue ongoing professional learning, whatever your role. BSS offers a competitive total compensation package that includes:
● Extensive health and dental benefits package
● Our administration participate in our robust pension plan with up to 8% match
● Lunches provided with a taxable benefit
● Discounted tuition for eligible staff
● Use of on-site fitness center
● And a chance to be part of a great community!

BSS Values Diversity:
BSS is committed to fostering an inclusive, diverse and respectful environment. We believe that diversity in our school fosters a rich, inclusive and creative environment. We are actively engaged in building a more diverse school and encourage all qualified applicants to apply.

How to Apply:
Interested applicants should forward a cover letter and resume to careers@bss.on.ca indicating Senior School Co-ordinator in the subject line. For more information about BSS, please visit our website at www.bss.on.ca
We are committed to providing an accessible experience and an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact the Executive Assistant, Human Resources and Finance at 416-483-4325, ext. 4207 or by email at careers@bss.on.ca. All information received in relation to accommodation will be kept confidential.

Please note, we have a mandatory COVID-19 vaccine policy in place for employees, unless official documentation of a human rights exemption is provided and can be accommodated.

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