



## **BLACK GOLD SCHOOL DIVISION**

***Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.***

### **Substitute Service Assistant Full-time Permanent Position**

#### **Division Office - Nisku, AB**

Black Gold School Division is seeking a Substitute Service Assistant. Reporting to the Human Resources Coordinator, the Substitute Service Assistant ensures the placement of both substitute teachers and casual support staff in Black Gold schools. This role also assists staff with issues when booking/accepting substitutes positions and enters all information from substitutes and casual support staff into the system.

#### **Responsibilities:**

- Placement of substitute teachers and casual support staff
- Monitor automated call outs, perform manual call outs as required, review dispatches on an as needed basis to ensure all substitute/casual requirements are met.
- Recruitment and screening of substitute teachers, and casual support staff.
- Monitor substitute teacher and casual support staff inactivity throughout the year.
- Create electronic employee files ensuring the files contain all pertinent information, including contact numbers, professional, educational history, record checks, teaching certificates, Teacher Qualifications Service (TQS), driver's abstracts, letters of experience, transcripts etc.
- Onboard new employees into the HRIS system, and re-registers returning substitute teachers and casual staff.
- Create and maintain documents that explain how to use the Automated Dispatch System (ADS), eDocs, eForms, Schedule Entry Web, employee dashboards and train staff on the use of schedule entry web and AMS web approvals, present "how to" session at workshops.
- Report on all professional development and meeting codes for budgeting purposes, ensure codes are being used as indicated in the collective agreements.
- Provide the HR Coordinator and Associate Superintendent Human Resources and Administration with reports as required.
- Assist with creating employee schedules to ensure staff are paid correctly.
- Maintain Automated Dispatch System (ADS) and solve system access problems.
- Complete startup/end year checklist on an annual basis, maintain dispatch search order as required, and troubleshoot issues for substitute, casual and school staff, place support tickets as required.
- Assists in the completion of special projects as required (ex. ADS, eDocs, Workflows, Onboarding, SEW etc.)
- Performs other related duties as required.

#### **Qualifications:**

- Post-secondary education in business administration or similar discipline preferred.
- Three to five years or more experience in an administrative role.
- Proven ability to build positive working relationships with educational partners, including parents, teachers and school administrators.
- Experience in an educational setting is preferred.
- Excellent communication, problem-solving, and interpersonal skills.
- Ability to work independently in a fast-paced and challenging environment where initiative and multi-tasking are essential as well as in a team environment of cooperation, collaboration, respect and integrity.
- Ability to identify and understand the sensitive and confidential nature of all types of materials and handle with appropriate discretion and professionalism.

- Ability to analyze and provide recommendations as appropriate.
- Experience preparing and editing various types of correspondence, reports and presentations.
- Proficient in Windows and Google environments with high functioning editing skills in Microsoft Word and data analysis skills in Microsoft Excel (i.e., knowledge of tools, formulas, formatting).
- Ability to process detailed information effectively, consistently and meticulously.
- Excellent interpersonal, analytical, time management and organizational skills.
- Willingness to continually build on technical knowledge is essential.
- Ability to be flexible with schedule to address peak work requirements.

**Salary/Benefits:**

- Hours of Work: Monday to Friday, 7:00 am to 3:00 pm
- Full-time, 12-month, permanent position
- Salary commensurate with training and experience
- Competitive benefits package through ASEBP and LAPP

**Please note:**

As a condition of employment, new employees are required to provide a current **Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment). Start date for this position will be determined at time of hiring.

**DEADLINE FOR APPLICATIONS:**

**Friday, May 2, 2025 @ 12:00 p.m.**

**Please include a cover letter, resume, and the names and contact information for three professional references in one PDF document.**

**Competition #24/25-215**

Please submit application to the attention of:

Michelle Unchulenko

Human Resources Coordinator

[michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca)

Thank you for showing an interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will not be kept on file and will be disposed of appropriately