



Sun Peaks Education Society / Sun Peaks Secondary Academy

Operations Manager - Part-Time.

Located in the heart of Sun Peaks, the Sun Peaks Secondary Academy (SPSA) is operated by the non-profit Sun Peaks Education Society and offers an innovative blended learning program to students in Grades 10 through 12. Our small, talented group of students and staff enjoy the ability to balance their academic and sporting pursuits to achieve excellence by using a combination of the @KOOL Online learning Platform and the SD73 staff and curriculum. In class teachers from SD73 and the Sun Peaks Education Society provide daily in class support for all students.

LOCATION : Sun Peaks Secondary Academy, 3105 Creekside Way, Sun Peaks, BC, V0E5N0

HOURS : Commencing 1 September ending 30 June, annually.

Monday – Thursday, 20 hours per week.

COMPENSATION : \$ 25.00 per hour.

RESPONSIBILITIES :

- Coordinate with the SD73 staff, the SPES Board and SPES Operations Director, to effectively implement the operation of the Sun Peaks Education Society and the Sun Peaks Secondary Academy.
- Coordinate scheduling with the SPES and SD73 staff to ensure that daily in class teaching staffing levels are met.
- Open the classroom at 8:00 am Mon – Thursday and remain in the classroom until the teachers arrive and assist with operational needs.

- Respond to all SPES e-mail correspondence and SPSA student application requests.
- Managing the preparation and dissemination of SPES communications via the website and a monthly Newsletter.
- Managing and posting social media content adhering to the policies of the SPES Board and in conjunction with the SPSA classroom teachers.
- Facilities - reporting and resolving any operational, maintenance and /or logistical issues. Communication with third parties such as cleaning staff, Telus and the Sun Peaks Mountain Resort Municipality.
- Liaising with the SD73 staff and SPES teachers to assist with the arrangement and facilitation of class field trips.
- Where necessary, provide additional transport for class field trips.
- Purchase school supplies and cleanings supplies as required.

PREFERRED SKILLS/ EXPERIENCE

- Minimum of 5 + years of relevant experience.
- Exceptional communication and logistics management skills.
- Ability to work collaboratively in a team environment.
- Experience working in an educational setting with high school aged youth.
- Competency with Mac and Microsoft products.
- Familiarity with SD73 and @Kool online learning programs.
- Mountain outdoor sports enthusiast – Alpine skiing/snowboarding, biking, hiking.
- The physical ability to work in an alpine environment.
- Residents of Sun Peaks, Whitecroft and Heffley Lake / Creek areas preferred.

REQUIRED:

- RCMP criminal record check.
- Canadian Citizen or Permanent Resident status.
- Valid driver's license and a vehicle capable of travelling in mountain winter conditions.
- Minimum Occupational First Aid level 1 + CPR

APPLICATIONS

Please submit a cover letter and resume to personnel.spes@gmail.com .