

Westmount Charter School

Learning Commons Technician – Mid-High Campus

Full-time, 1.0 FTE, probationary position (2025-2026 school year) contract starts September 2, 2025

Closing Deadline – until a suitable candidate is hired

Competition #20250527-03

INTERNAL/EXTERNAL POSTING

Westmount Charter School is presently recruiting for a full-time, 1.0 FTE Learning Commons Technician at the mid-high campus. This probationary position commences on September 2, 2025. Up to five training days will be available between August 21-29, 2025, paid at an hourly rate of pay. Regular work hours for this assignment are from 8:00 am – 4:00 pm daily. This position requires working school operational days plus additional days at the start and the end of the school year. Please refer to the careers section of the school's website at www.westmountcharter.com for detailed information on the duties and qualifications for this position.

All applicants must have the education and experience listed in the job description. Employment is conditional upon receipt of a current valid and clear police information check, along with a vulnerable sector check. A valid police check is a condition of employment.

Suitably qualified candidates are asked to provide an application letter and a copy of their resume including the names of two references. Please forward all documents in confidence to the human resources office (information noted below) by the closing date and time noted. Please be sure to reference the competition number in your application.

Westmount Charter School

728 – 32 Street NW

Calgary, Alberta

T2N 2V9

Attention: Maria Bernardin

Human Resources Director

Email: humanresources@westmountcharter.com

No telephone inquiries. We thank all applicants for their interest in Westmount Charter School however only those selected for an interview will be contacted.

Westmount Charter School provides a welcoming, caring, and safe learning and working environment that respects diversity, strives for equity among our students and staff, and creates an atmosphere of inclusion, generating and fostering a sense of belonging among our community members. All individuals within the school authority have the right to learn and work in settings that promote equity of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.