

Westmount Charter School

Transportation Coordinator Job Posting

Part-time, 0.75 FTE probationary position (commencing on a mutually agreed-upon hire date).

Closing Deadline – open until a successful candidate is hired.

Competition #20260827-01

INTERNAL/EXTERNAL POSTING

Westmount Charter School is presently recruiting for a part-time, 0.75 FTE Transportation Coordinator at the central office. This is a probationary position commencing on a mutually agreed-upon hire date, or as soon as possible. Regular work hours for this assignment are onsite from 7:00 a.m.– 10:00 a.m. and remote from 2:00 p.m.– 5:00 p.m.

Working hours on the five mandatory district-wide professional learning days are onsite from 8:30 a.m. – 3:00 p.m. The five days include a half-hour unpaid lunch. This position requires working school operational days plus additional days at the start and end of the school year. Please refer to the school's website at www.westmountcharter.com for detailed information on the duties and qualifications for this position.

An understanding of the Alberta education system and experience working in a school environment are preferred. Transportation planning experience is an asset. A clear and valid police information check, including a vulnerable sector check, is a condition of employment.

Suitably qualified candidates are asked to provide a cover letter, resume, and the names and contact information of two references to:

Westmount Charter School

728 – 32 Street NW

Calgary, Alberta

T2N 2V9

Attention: Maria Bernardin

Human Resources Director

Email: humanresources@westmountcharter.com

No telephone inquiries. Thank you for your interest in Westmount Charter School; however, we will contact only those selected for an interview.

Westmount Charter School provides a safe and caring environment that fosters and maintains respectful and responsible behaviours. 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.