



## **Job Posting:**

### **Education Coordinator**

**Step Up Academy of Learning – Ajax, ON L1S 2B9**

#### **Job description**

- Student Recruitment
- Work on-site at our Ajax Location (Kingston and Harwood)
- Commit to Monday to Thursday 4:30 PM to 8:30 PM shifts.
- Communicate with families, students, and teachers to maintain a positive and productive work environment.

#### **Responsibilities:**

- Communicate with incoming families to set up classes.
- Call families and communicate via phone for various needs
- Mark diagnostic assessments – answer key provided
- Manage teachers to ensure Academy policies are being followed
- Openly communicate with parents to build positive relationships and collect feedback
- Conduct class observations to ensure Academy standards are met
- Solve problems in regard to scheduling and payments as they arise
- Schedule students into classes using Academy program (training provided)
- Check student binders and communicate openly about Academy standards
- Help teachers with classes as needed (i.e. photocopying, prep, marking, etc.)
- Conduct diagnostic assessments for incoming students

#### **Requirements:**

- Work Mondays, Tuesdays, Wednesdays, and Thursdays 4:30-8:30 PM
- Available to work on weekends
- Knowledge of the Ontario Educational System

- Fluent in English Communication (Reading/Writing/Oral Communication)
- Friendly and personable
- Comfort with computer programs and use
- Open mindset to learning, growth, and feedback

We thank all candidates in advance; however, only those selected for interviews will be contacted.

**Please note:** This job is only open to candidates that are currently legally entitled to work in Canada.

**Job Type:** Part-time

**Pay:** \$20.00 per hour

**Expected hours:** 20 – 30 per week

**Schedule:**

- Evening shift
- Monday to Friday
- Weekends as needed

**Education:**

Bachelor's Degree (preferred)

**Work Location:** In person