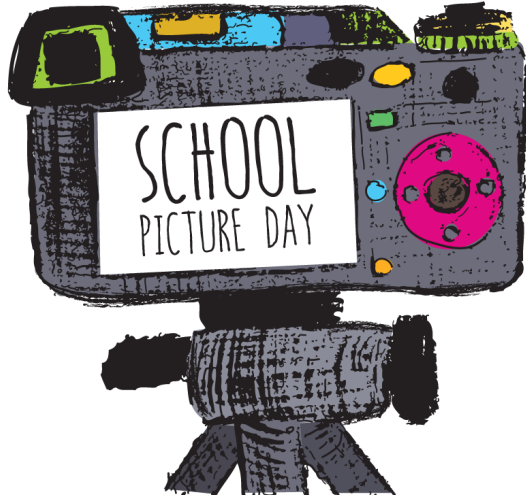


Quick Snapper September 15, 2023



We are so blessed to still be enjoying such beautiful and balmy September weather. We gathered as a school community on Wednesday and celebrated our first school Mass. Even our 24 brand new kindergarten students were in attendance! We had a great turnout at **Meet the Teacher** night and we must thank our parents for participating.

Next Tuesday September 19, St. James School celebrates 67 years in operation! We will celebrate our anniversary with school picture day! Ordering information will be sent home shortly.

We are celebrating NATIONAL CEA day! Thank you to Mrs. Trepanier, Mrs. Romanovitch, Miss Anderson, Mrs. Allen, Mrs. White, Ms. Sircelj, Ms. Catlin and Mrs. Chipchase for everything you do for the students of SJS!

Upcoming Events:

Date	Event
Monday September 18	Parent Support Group Meeting 3:30pm & LSC Meeting 6pm (both meetings held in the library)
Tuesday September 19	School Picture Day
Wednesday September 27	Orange Shirt Day
Thursday & Friday September 28, 29	SCHOOL CLOSED - CISKD RETREAT
Monday October 2,	SCHOOL CLOSED - Truth and Reconciliation Day
Friday October 6	Terry Fox Run - Polson Oval
Monday October 10	SCHOOL CLOSED - ThAnKSGIVING

Check out our website here:

<https://www.stjamesvernon.com>

Check out our Facebook page here:

<https://www.facebook.com/stjamesvernon?mibextid=LQQJ4d>

Check out our Instagram page here:

https://instagram.com/stjameschool_vernon?igshid=MWZjMTM2ODFkZg==

Job Opportunity

This week Ms. Karen announced her retirement effective November 15, 2023. She has made a tremendous impact on the efficiency of the school office and we will miss her dearly. We wish her all the best in this exciting next chapter! The search is on for a new Office Manager...please apply if you are interested!



Catholic Independent Schools Kamloops Diocese

635A Tranquille Rd Kamloops BC V2B 3H5
250-376-3351 hr@ciskd.ca

St. James Catholic School Vernon, BC 0.8 FTE Office Manager

St. James Catholic School is located in the beautiful Okanagan Valley of British Columbia. The school enrolls approximately 160 students from Kindergarten to Grade Seven. For the 2023 – 2024 school year, St. James School is seeking a Full-Time 0.8 FTE Office Manager, commencing October 10, 2023. The Office Manager is a member of the office support team working with parents, students, faculty, staff, administration, and secretaries. The Office Manager is responsible for ensuring excellent communication between community members, providing positive service experiences to office visitors, and contributing to an efficient workflow in a busy atmosphere. The Office Manager reports to the school Principal.

Duties include and are not limited to:

- Perform clerical duties such as filing, typing, collating, sorting, and processing mail
- Maintain inventory of office supplies and order, as required
- Greet parents and visitors cordially and direct them to appropriate personnel
- Ensure account payables are processed in a timely manner
- Manage collections and reimbursements
- Handle sensitive information in a confidential and professional manner

Qualifications:

- High School diploma (required)
- Certificate in office management or vocational training as a secretary is preferred
- Five years of office and/or bookkeeping experience is preferred
- Previous experience in a school office setting is an asset

Skillssets:

- Demonstrate proficiency with Microsoft Office Suite, Google Suite, and other applicable software, such as Student Information System software (MyEdBC)
- Demonstrate a high attention to detail and is highly organized
- Demonstrate excellent communication skills, both written and verbal
- Demonstrate an awareness and appreciation for diversity
- Demonstrate the ability to be flexible and adaptable with skills in critical thinking and planning
- Demonstrate the ability to work as a team player
- Demonstrate the ability to work with short deadlines

For further information about the position, please contact Melanie Inzunza at 250-542-4081 or at principal@stjamesvernon.com.

Interested INTERNAL candidates should submit a cover letter noting their experience, an updated Pastoral Reference Form and resume. Please include the contact information of two (2) current professional references (one of which is from an immediate supervisor).

Interested EXTERNAL candidates should submit:

- a cover letter noting their experience, commitment to and philosophy of Catholic education;
- a CISKD Support Staff application form along with its required supportive documentation; and
- a Confidential Pastoral Reference Form partially completed by the applicant before sharing it with the Catholic pastor for completion and submission to CISKD

The CISKD Support Staff application form and Confidential Pastoral Reference Form may be obtained from www.ciskd.ca/ca-reers. Please note that the Confidential Pastoral Reference Form is sent directly from the pastor to hr@ciskd.ca. Completed applications with supporting documentation shall be submitted electronically in one PDF file to the CISKD Superintendent of Schools, Mr. Christopher Yuen, at hr@ciskd.ca. We thank all applicants in advance, however only those shortlisted will be contacted.