



**ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD**
Lighting the Way ~ Rejoicing in Our Journey

Position: Elementary Secretary
Union/Association: CUPE #4168
Posting #: NT-2019-34
Date Posted: March 8, 2019
Closing Date: March 22, 2019, 4:00 p.m.
Employment Status: Permanent, Full-Time
Work Hours/Schedule: 35 hours per week, 10-month school year
Location: St. Michael Catholic Elementary School, Ridgetown
Hourly Pay Rate Range: \$22.90 - \$25.47
Start Date: April 1, 2019

Send resume quoting posting number (NT-2019-34) in cover letter. Send by email to apply@st-clair.net

Responsibilities

Reporting to the School Principal, the School Secretary will:

- Provide secretarial support to Principal and staff;
- Prepare financial reports; post information to ledgers; reconcile school and bank records;
- Dealing in a courteous manner with students, staff and parents, visitors to school;
- Organization and administration of the school office, i.e. supplies, office equipment, student records, absenteeism reports;
- Strong team player, multi-tasking, organizational, time-management and problem-solving skills;
- Maintain a high level of confidentiality.

Qualifications & Skills

- Completion of a two-year Community College program specific to Office Administration or equivalent;
- Minimum 4-years work-related experience;
- Demonstrated computer experience required (Microsoft Office -Word, Excel and Outlook);
- Database management experience required (Trillium Student Administration System and SmartFind Express (SFE) system preferred);
- Ability to prepare financial reports; post information to ledgers; reconcile school and bank records (KEV-School Cash.net preferred);
- Excellent communication and interpersonal skills ;
- Strong team player, multi-tasking, organizational, time-management and problem-solving skills;
- Ability to maintain a high level of confidentiality.

Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>). Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.