



## **Hiring the Position of School Support Secretary**

Position:	School Support Secretary – 10 month (North Schools)
Union/Association:	CUPE #4168
Posting #:	NT-2022-216
Date Posted:	December 1, 2022
Closing Date:	December 5, 2022, 4:00 p.m.
Employment Status:	Permanent, Full-time
Work Hours Schedule:	35 hours per week
Location:	Designated Schools (North Area Schools)
Hourly Pay Rate Range:	\$23.70 - \$26.38
Start Date:	January 9, 2023

### **If Interested**

Send resume quoting posting number (NT-2022-216) in cover letter.

Send by email to [apply@sccdsb.net](mailto:apply@sccdsb.net)

### **Responsibilities**

Reporting to the Manager, Planning and School Business Support Services, the School Support Secretary will:

- Provide Elementary and/or Secondary secretarial support to Principal(s) and staff at designated and/or South area school(s);
- Provide Financial Support including preparation of financial reports; ledger entry; banking, bank reconciliations, and other financial school responsibilities;
- Provide secretarial school support for student records, attendance and safe arrival, Ministry requirements, and other student support responsibilities;
- Organization and administration of the school office;
- Provide secretarial support on School Support Team centralized priorities;
- On occasion, travel may be required to Sarnia-Lambton and Chatham-Kent Elementary and Secondary schools to provide coverage or extra hours for school office secretaries;
- Dealing in a courteous manner with students, staff and parents, visitors to school;
- Maintain a high level of confidentiality and attention to detail.



## Qualifications and 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, Outlook and Adobe);
- Database management experience recommended (Trillium Student Administration System preferred);
- Ability to prepare financial reports; post information to ledgers; reconcile school and bank records (KEV-School Cash.net preferred);
- Strong team player, excellent communication (verbal and written) and interpersonal skills;
- Excellent organizational, time-management and problem-solving skills;
- Valid Ontario Driver's License.

## 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.

## Thank You

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.