



**Our Vision:** *We imagine a world where all are empowered to reach their full potential through faith and service.*

**Our Mission:** *The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful.*

**Our Priorities:** *Faith; Equity and Well-Being; Achievement and Innovation; Resource Management*

**EXTERNAL Job Posting Number:**

**CUPE#95-21-22-SEC.ELEM**

**Job Title:**

**Elementary School Secretary**

*This position is open to all applicants.*

<b>Location</b>	<b>Site</b>	<b>FTE</b>	<b>Assignment</b>
Kingston, ON	Mother Teresa Catholic School	0.8 FTE	Effective immediately 10 Month Position 28 hours per week

The Elementary School Secretary works under the general direction of the School Principal and is responsible for performing required keyboarding, filing, duplicating and telephone receptionist duties. In addition to these duties, the Elementary School Secretary prepares various reports for the Board, maintains student records and contributes to the efficient functioning of the school and the welfare of the pupils.

**Qualifications:**

- High School Diploma and Secretarial Certification from Community College or equivalent work related experience;
- Between two and three years of previous secretarial experience;
- Ability to keyboard 55 w.p.m;
- Computer literate, knowledge and experience in the use of word processing and spreadsheet programs in keeping with the latest programs supplied by the Board;
- Knowledge of in-house computer program;
- Excellent interpersonal skills and public relations skills;
- Excellent command of spelling, grammar and punctuation;
- Demonstrated ability to work independently with judgment, tact and discretion;
- Ability to initiate and respond to, in a mature manner, requests for information from a variety of sources;

- Excellent administrative, coordination, organizational and management abilities;
- Ability to speak French is an asset;
- Ability to work under pressure.

**The board is seeking candidates who demonstrate the following Core Competencies:**

**Communication**

**Innovation**

**Interpersonal Relations**

**Leadership**

**Planning and Organization**

**Professional Integrity**

**System Thinking**

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire and must complete a Covid-19 Vaccination Disclosure, regardless of vaccination status, as per Government requirement and School Board Protocol.

**Salary/ Range:**

\$23.08 - \$27.15 per hour

**Application and Requirements:**

Applicants must submit a cover letter and resume quoting the job posting number in the subject line to [work@alcdsb.on.ca](mailto:work@alcdsb.on.ca)

**Closing date:** February 3, 2022 by 4:00 p.m.

**While we thank all those who have applied, only those candidates selected for an interview will be contacted.**

*We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.*