



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*

Job Posting Number:

CUPE#108-23-24-SEC.ELEM

Job Title:

Elementary School Secretary

This position is open to all CUPE employees.

Preference will be granted in accordance with the Collective Agreement for CUPE local 1479 to permanent internal candidates.

Temporary employees will have their applications considered prior to external advertisement.

Location	Site	FTE	Assignment
Kingston, ON	St. Francis of Assisi Catholic School	1.0 FTE Permanent 10-month position	Effective date to be determined. 7 hours per day, 5 days 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.

Salary/ Range:

\$26.06 - \$30.30 per hour

Application and Requirements:

Applicants will only be accepted through Apply to Education. Please follow the steps at [Apply to Education](#), posting #3748528.

Closing date: May 22, 2024, by 4:00 p.m.

At the Algonquin and Lakeshore Catholic District School Board, we are guided by a strong system of values that promote dignity and respect for every individual. We are committed to removing barriers and creating a workplace that is inclusive and welcoming to people of all backgrounds, cultures, genders and abilities.

In compliance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.) we will make the necessary accommodations for applicants who require accommodations. Please contact the Human Resources Department by email work@alcdsb.on.ca to make an accommodation request.

All information received relating to a candidate's required accommodation will be addressed confidentially by Human Resources.

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