

Senior Secretary

Employer: ADSB
Posted: 11 months ago
ES Job ID: 4099
Sector(s): Office & Administration, Education

Closing Date: May 30, 2023
Location: Blind River
Duration: Full Time

Job Description:

The Algoma District School Board (ADSB) invites qualified applicants to apply for a full-time position as a Senior Secretary at W.C. Eaket in Blind River, ON.

POSITION: SENIOR SECRETARY PERMANENT- 12 Months - 35 hours/week.

LOCATION: W.C EAKET S.S.

147 Woodward Dr. Blind River ON

SALARY: Pay Level 7 - \$26.14 to \$27.69

KEY RESPONSIBILITIES:

- Retrieves, compiles and types reports, such as September Principal's report, absentee reports, exams etc.
- Types materials such as letters, bulletins, teacher evaluation reports, proposed teacher staffing and student reports.
- Understands Ministry documents, EQAO policy manual, internal policies and procedures and external school procedures
- Directs clerical staff workload; assigns teacher work; examinations for typing and duplicating; arranges for sharing the work load during peak load periods; and is responsible for accurately maintained files.
- Manages school petty cash and other in-school accounts.
- Issues student locks and collects related funds
- Maintains accurate master file for all school keys, issues keys to teaching staff in September, receives all school keys back in the master file by June 30th.
- Acts as liaison with Facilities Use Supervisor
- Carries out duties as assigned by Principal or Vice Principal

HOURS OF WORK: 35 hours per week - between the hours of 7:30 a.m. to 5:00 p.m.

Required Skills:

QUALIFICATIONS:

1. Two (2) year Community College diploma - Office Administration OR Secondary School Graduation Diploma AND demonstrated, related experience.
2. Minimum of one year experience during the last five years of employment either as an Attendance, Guidance or Purchasing Secretary in a secondary school.
3. Computer skills in MS Office - Word, Excel, Access, PowerPoint. Knowledge and practical application with school board software - K212, Trillium, ONSIS, Banking Programs including Cash Net.
4. Interaction with supervisors, staff, students, parents and outside agencies.
5. Ability to prioritize and apply time management skills.
6. Ability to understand and follow instructions.
7. Adaptable and demonstrated accuracy skills.
8. Demonstrated organizational skills.



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- 9. Ability to communicate through oral, written and electronic means.
- 10. Good communication and interpersonal skills and good judgment.

How to Apply:

Applications will be received until 4:00 p.m. on May 30th, 2023

Lindsay Alisat
Human Resources Officer
Algoma District School Board

alisatl@adsb.on.ca

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board Hiring Policy. Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodations through the recruitment and selection process are available upon request. The successful candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board. The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca. The Algoma District School Board is an Equal Opportunity Employer. Accommodations through the recruitment and selection process are available upon request.

SAULT STE. MARIE
WEBINQUIRYSSM@SAULTCOLLEGE.CA
705.945.0705

477 Queen Street East, Suite 203
Sault Ste. Marie, ON P6A 1Z5

BLIND RIVER
WEBINQUIRYBR@SAULTCOLLEGE.CA
705.356.1611

1 Industrial Park Road, Suite 205
Blind River, ON P0R 1B0



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