



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#107-23-24-SEC.SS

Job Title:

Secondary 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	Holy Cross Catholic Secondary School	1.0 FTE Permanent 12 Month Position	Effective date to be determined. 7 hours per day, 5 days per week.

The Secretary – Secondary School works under the direction of the Head Secretary and is responsible for performing required typing, filing, duplication and telephone receptionist duties. The Secretary assists in ensuring the smooth operation of the secondary school through one or more secretarial functions as directed by the Principal. These functions include the inputting of data, the recording of attendance, the collection, recoding and compilation of reports, the day-to-day bookkeeping requirements of the school, the implementation of school inventory system, the provision of general office assistance to teachers, the provision of assistance in the welfare of students and the maintenance of student records through accurate and updated OSR entries. In addition, the Secretary, Secondary School may provide assistance to students in the post-secondary application process and may provide assistance in the organization of the school's graduation.

Qualifications:

- High School Diploma and secretarial courses at community college or equivalent work related experience;

- Between two and three years of 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; Excellent interpersonal skills and public relations skills;
- Excellent command of spelling, grammar and punctuation;
- Demonstrated ability to work well in a team environment;
- Demonstrated ability to initiate and respond to, in a mature manner, requests for information from a variety of sources;
- Excellent administrative, coordination and organizational abilities;
- Excellent ability to set priorities;
- Proven ability to work under pressure;
- Proven ability to work effectively in a highly confidential environment

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:

\$24.05 - \$27.95 per hour

Application and Requirements:

Applicants will only be accepted through Apply to Education. Please follow the steps at [Apply to Education](#), posting #3734163.

Closing date: May 2, 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.