



One (1) Elementary School Secretary
Prince Philip Elementary School (Niagara Falls)
17.5 Hours per week /10 month position
\$22.61 – \$25.33 per hour
Deadline for submission is 4:00 p.m. on October 29, 2021

The successful applicants to this position will be required to assist the Principal in the efficient administration of the school office. The functions include: producing report cards, correspondence, staff lists, newsletters, registrations, desktop publishing, inputting of data for the electronic data wall, website maintenance, etc. Applicants are required to administer attendance as well as handle petty cash, banking and electronic requisitioning, and other duties as assigned. The anticipated daily schedule would be mornings.

A thorough knowledge of Ministry of Education and Training reports and guidelines is required. Experience must include IBM compatible equipment, MS Office (Word, Excel), student data base management (Aspen), Adobe (for pdf file management), and a general knowledge of office procedures and school curriculum programs.

Applicants must possess proficiency in desktop publishing, budgeting, as well as registration of nonresident students and in working with student transfers. Applicants must have excellent interpersonal and communication skills, and demonstrated experience working in a busy fast-paced dynamic work environment. Applicants are required to deal with telephone and counter enquiries from teachers, students, and others.

Skills, Qualifications and Education Requirements

Applicants must have Grade 12 education (a minimum one-year College diploma in Office Administration is preferred), including or supplemented by courses in keyboarding (min. 60 words per minute). Applicants must have the equivalent of ten (10) working months of clerical/secretarial experience in a school or DSBN administrative setting within the past two (2) years, which demonstrates proficiency in the functions described above.

Provision of a satisfactory Police Clearance including a vulnerable sector screening (an original copy dated in the last 6 months may be acceptable) is a condition of employment

This is a half-time unionized position within the DSBN's Office, Clerical, Technical and Instructional Support employee group which includes a competitive wage and a comprehensive benefits package.

To apply, email a cover letter and resume (as one attachment) to careers@dsbn.org using "Prince Philip-Secretary Vacancy" as your e-mail subject line before 4:00pm on Friday, October 29, 2021. We thank all the candidates for their interest, however, only those selected for an interview will be contacted.



careers@dsbn.org
www.dsbn.org



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The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of its employees, who reflect the diversity of our community and students we serve. We encourage and welcome submissions from candidates from diverse backgrounds to build a supportive and inclusive workplace. DSBN welcomes applications from: Indigenous peoples, members of visible minorities, women, persons with visible and non-visible disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The DSBN is committed to “Achieving Success Together” and recognizes that increasing the diversity of its workforce supports this objective.

Your participation in responding to the DSBN Confidential DSBN Self-Identification Survey would be of assistance. Your participation in responding to these questions is voluntary and is not required to be considered for an interview. If you wish to participate in the survey, please click on the following link:

VOLUNTARY SELF-IDENTIFICATION SURVEY

DSBN will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Land Acknowledgement

The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.