



District School Board of Niagara invites applications for the following position:

**Elementary School Secretary
(half-time position)
Diamond Trail School (Welland)**

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.

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 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.

Application Deadline: 4:00 p.m. on Thursday, November 26, 2020.

**To apply, please email a cover letter and resume (as one attachment)
to: careers@dsbn.org
using **"Diamond Trail School -Secretary Vacancy"** as your e-mail
subject line.**

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We 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.