



INTERNAL JOB POSTING #2017-18-25
1.0 FTE PERMANENT SCHOOL
ADMINISTRATIVE ASSISTANT
St. Hilary School, Red Rock, ON

Position Qualification:

- Post-secondary diploma in a recognized administrative assistant program (i.e. Administrative Information Management Diploma or equivalent)
- Strong writing, organisational, administrative and interpersonal skills with attention to detail
- Proficient in various computer applications, including Google and various database management systems
- Experience working in a school environment preferred

Strong understanding of/and support to the Implementation of the following:

- Catholic Graduate Expectations & Catholic Education
- Ministry of Education Regulations & Policies, Guidelines and Program Frameworks
- Superior North Catholic DSB Policies and Procedures
- Indigenous Education and Truth Reconciliation Commission Recommendations
- Growth Mindset and Open Stance to Learning

Specific Roles and Responsibilities:

- Answer Phones, Doorbell - Safe Schools
- Attendance: Daily Student & Staff
- Call for Supply Teachers/Supply EA's etc./ Payroll
- Complete all month end forms -Classroom/Staffing/School Enrolment
- Front Line - Greeting Students/Parents/Guardian & Visitors
- Order School Supplies, Petty Cash & Banking & Receive and Distribute Mail
- School Communications, School Newsletters & Monday Memo
- School Purchase Orders, OSBIE, OEN (Go Access)
- Submit Professional Development Forms & Request for Leave Forms
- Trillium/EQAO reporting, Website, OSR's/Report cards/etc.
- Set up and close down of school year and Enrolling new students (including JK enrolment)
- Any other duties assigned by the Principal

Conditions of Employment:

- Successful Criminal Background Check
- Current Pastoral Reference Letter

Applicants must submit expression of interest to: careers@sncdsb.on.ca by **January 16, 2018 @4:00 pm**

Board Chair
Hugh McCorry

Kerry Desjardins
Superintendent of Education