



Internal/External Job Posting

1.0 FTE Administrative Assistant

Competition Number # 2019-20-220

SNCDSB is searching for a collaborative, dynamic leader that supports student engagement, well-being and achievement within a Catholic organization.

1.0 FTE Administrative Assistant

Start Date: **September 2020**

Our Lady of Fatima Catholic School, Longlac, ON

Position Qualifications:

- Post-secondary diploma in a recognized administrative assistant program (i.e. Administrative Information Management Diploma, Office Administration or equivalent)
- Strong writing, organizational, 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
- Strong communication and Interpersonal skills

Specific Roles and Responsibilities:

- Answer Phones, Doorbell - Safe Schools
- Attendance: Daily Student & Staff
- 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
- School Purchase Orders, OSBIE, OEN (Go Access)
- Manage or monitor school budget
- Submit Professional Development Forms & Request for Leave Forms - Monitor daily school staffing through Easy Connect
- 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:

- Current Pastoral Reference (if applicable)
- Successful Completion of all Safety training courses
- Must undergo a successful police record check
- A minimum of three (3) references including email addresses must be included in order for your package to be considered complete. Reference Check Consent Form can be found on our website.

Applicants must submit their application package indicating competition number and position(s) to careers@sncdsb.on.ca by **September 8, 2020 at 4:00pm**

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Ms. Judy Wawia
Board Chair

Ms. Maria Vasanelli
Director of Education