

Posted: November 22, 2021 at 12:00 p.m.

**CATHOLIC DISTRICT SCHOOL BOARD
OF EASTERN ONTARIO**



CUPE #3285 – SL2021

position: SECRETARY – Long Term Occasional
location: Bishop Macdonell, Cornwall
hours of work: 17.5 hours a week
salary: \$24.26 per hour
effective: January 3, 2022 – July 5, 2022

NOTE:

Secretarial assignments are based upon student enrolment and are therefore subject to review at the commencement of the school year. Please refer to the attached job description for further information.

Minimum requirements:

- Secondary School Diploma and one (1) year relevant post secondary diploma.
- Minimum two (2) years' experience in an administrative or office environment.
- Experience with a Student Information System, scheduling, Microsoft Word, Excel and Outlook,
- E-mail and working knowledge of general office equipment.

Send application and curriculum vitae no later than

November 29, 2021 by 4:00pm to:

fax: (613) 258-3610

e-mail: hr@cdsbeo.on.ca

CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.

**Todd Lalonde
Chair of the Board**

**John Cameron
Director of Education**

A. JOB IDENTIFICATION:

TITLE: SCHOOL SECRETARY
DEPARTMENT: SCHOOLS
IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Performs a variety of secretarial and administrative duties to provide necessary support to the school, students and parents while ensuring that integrity of information is maintained and that the office operates efficiently. Work such as word processing, filing, updating student and teacher information and processing mail is performed under the general direction of the School Principal.

C. DUTIES AND RESPONSIBILITIES:

- Respond to phone calls and emails and redirect them when necessary, retrieve-voice mail and provide assistance to students, teachers and parents with respect to attendance.
- Update, maintain and verify attendance records and carry out follow-up calls to parents.
- Compile and complete Absentee/Replacement Report daily and send to the Board Office.
- Process purchase requisitions on the SDS system.
- Perform accounting duties such as bank deposits, counting money collected, paying invoices and school cash online.
- Prepare and verify budget related information.
- Pick up, receive, sort and distribute incoming and outgoing mail. Receive and unpack supplies, materials and books and stamp with logo as required.
- Type, duplicate, collate, distribute, enter computer data and file items such as letters, transcripts, exams, Student Information Sheets and transcripts.
- Prepare and disseminate correspondence, memos and forms.
- Enter, update and maintain student records in the student information system, ensuring accuracy and confidentiality of the information.
- Assist with the preparation, production, verification and distribution of Student Report Cards from the information provided by teaching staff and schedule interviews if necessary.
- Complete attendance forms and issue newsletters to parents.
- Responsible for the production and printing of class lists as well as graduation diplomas.
- Prepare, complete and distribute the Student Directory on an annual basis.
- Maintain and ensure that the University and College file is kept current as information is provided.
- Operate equipment such as a computer, telephone, fax machine, public address system, calculator and photocopier and make certain the maintenance of these machines is kept in order (adding toner, calling for service, troubleshooting for photocopy machine).
- Assist with first aid procedures, and secure further assistance under the guidance of the Principal.
- Complete information to be sent to the Health Unit.
- Order and maintain supplies, materials, books and keep inventories as requested.
- Prepare, verify and complete Ministry, Board and School Reports as directed by the Principal.
- Perform other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- Secondary School Diploma and one (1) year relevant post secondary diploma.
- Minimum two (2) years' experience in an administrative or office environment.
- Experience with a Student Information System, scheduling, Microsoft Word, Excel and Outlook,
- E-mail and working knowledge of general office equipment.

Incumbent Signature

Principal