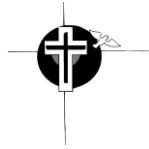


**CATHOLIC DISTRICT SCHOOL BOARD
OF EASTERN ONTARIO**



NU-181 - BO2022

Position: *Confidential Secretary to the Superintendent of School Effectiveness – Long-Term Occasional*

Location: *Kemptville Board Office*

Hours of work: *35 hrs per week (12 months)*

Salary: *As per Terms & Conditions*

Effective: *Monday, August 22nd, 2022*

Note: *Please refer to the attached job description for further information.*

Qualifications:

- *Post Secondary Office Administration Diploma from a recognized community college, or equivalent.*
- *Experience as a Legal Assistant or Paralegal in a legal firm/office/department and/or experience working as an Administrative Assistant where legal matters constituted part of the day to day, is considered an asset.*
- *Minimum of four (4) years experience in the area of administrative support to senior executives.*
- *Exceptional skills and experience with organization and prioritizing demanding work schedules and deadlines.*
- *Ability to follow established Board policies and procedures, the Education Act, the Freedom of Information Act and all associated regulations.*
- *Experience in organizing meetings, making travel arrangements, and handling work-related financial records for a senior executive.*
- *Experience in preparing and compiling reports and correspondence for signature of a higher authority.*
- *Possess excellent written and oral communication skills, including strong grammatical, spelling and proofreading abilities.*
- *Demonstrated ability to use personal computers and associated software, such as: Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Microsoft Teams.*
- *Knowledge of Microsoft Access, Adobe, video conferencing, Photoshop, and InDesign would be considered an asset.*
- *Strong interpersonal and communication skills.*
- *Ability to use tact, discretion and maintain information in the strictest of confidence.*

Send application and curriculum vitae no later than:

Friday, August 12th, 2022 by 4:00 pm to:

e-mail: hr@cdsbeo.on.ca

fax: (613) 258-3610

**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**

**Laurie Corrigan
Director of Education**

A. JOB IDENTIFICATION:

TITLE: CONFIDENTIAL SECRETARY

IMMEDIATE SUPERVISOR: SUPERINTENDENT OF SCHOOL EFFECTIVENESS

B. JOB SUMMARY:

Under the direction of the Superintendent of School Effectiveness, the Confidential Secretary is responsible to provide administrative support while maintaining integrity and confidentiality of information, assist with confidential portfolios and maintain the calendar of events on behalf of the Superintendent.

C. DUTIES AND RESPONSIBILITIES:

- Provision of secretarial support such as: typing reports, preparing correspondence, coordinating staff meetings, ordering office supplies, filing, and photocopying.
- Maintain files/spreadsheets related to various budgets and topics.
- Access various Ministry websites and complete online reporting, as needed.
- Proofread and edit documents and PowerPoints.
- Create graphics for items such as: Flyers, cards, and handouts, etc.
- Make travel arrangements and reservations for conferences, Ministry meetings, etc.
- Assist Program Principals, Consultants and Coordinators as required.
- Update Teams with pertinent information relative to the Superintendent's portfolio.
- Coordinate items to be included on various agendas.
- Assist School Principals and provide support to School Secretaries.
- Respond to telephone/email inquiries; resolve or redirect calls/concerns from parents or offer advice regarding situations with their children at school.
- Respond to parents' inquiries regarding eligibility for school and transportation.
- Arrange meetings with parents and principals, as required.
- Receive and process employee documentation and redirect to the appropriate department.
- Maintain a calendar of events, appointments, school visits, conferences, etc.
- Keep a record of meeting minutes, e.g. SEAC, PIC, Audit Committee, as required.
- Assist all departments coordinate large events such as: Board-wide Professional Development, etc.
- Order lunches and refreshments, as required, for various meetings.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- Post Secondary Office Administration Diploma from a recognized community college, or equivalent.
- Minimum of four (4) years experience in the area of administrative support to senior executives.
- Exceptional skills and experience with organization and prioritizing demanding work schedules and deadlines.
- Ability to follow established Board policies and procedures, the Education Act, the Freedom of Information Act and all associated regulations.
- Experience in organizing meetings, making travel arrangements, and handling work-related financial records for a senior executive.

- Experience in preparing and compiling reports and correspondence for signature of a higher authority.
- Possess excellent written and oral communication skills, including strong grammatical, spelling and proofreading abilities.
- Demonstrated ability to use personal computers and associated software, such as: Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Microsoft Teams.
- Knowledge of Microsoft Access, Adobe, video conferencing, Photoshop, and InDesign would be considered an asset.
- Strong interpersonal and communication skills.
- Ability to use tact, discretion and maintain information in the strictest of confidence.

Incumbent Signature

Supervisor Signature