



Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

THE KENORA CATHOLIC DISTRICT SCHOOL BOARD

The Kenora Catholic District School Board (KCDSB) educates more than 1500 students from diverse cultures and backgrounds in 4 elementary schools and 1 secondary school located in beautiful Kenora and Red Lake, Ontario. At KCDSB we welcome students to experience a quality, inclusive and values-based education in a caring Catholic school community. Our mission goes beyond academics, the arts and athletics. Our goal is to provide excellence in Catholic education and grow graduates who become fully engaged citizens able to contribute to their families, communities and society.

Our staff is among our greatest resources. The people we hire have a direct impact on the success of our students. With approximately 180 academic and 80 permanent support staff, the KCDSB is one of the largest employers in the region.

KCDSB invites applications for the following positions at our Elementary and Secondary schools in the Kenora and Red Lake, ON region for the **2023-2024 school year**:

Casual School Administrative Assistant

School administrative assistants are often the first point of contact and are seen as the welcoming face of each of our schools. They are directed by the Principal of the school or their designate to perform secretarial services which could include but are not limited to; general reception and telephone duties, handling inquiries and directing to appropriate staff and/or location, creating correspondence- letters, faxes, e-mail, newsletters and other correspondence as required, generate/distribute/file forms, reports, student reports (staff minutes/violent incident reports/work orders etc), maintaining staff attendance records, maintaining petty cash fund, receiving and checking all deliveries for accuracy, collecting student information and maintaining student records.

Casual school administrative assistants work on an on call "as needed" basis and accept assignments as they become available, which can often be on short notice. As a casual school administrative assistant, you will have the opportunity to apply for permanent and long-term occasional positions, as they become available throughout the school year.

The minimum qualifications include:

- Secondary school diploma or equivalent
- Work experience in a secretarial/administrative position
- Advanced word processing, spreadsheet, and database administration skills
- Demonstrated ability to work in a face-paced environment
- Ability to work with integrated software packages

- Ability to use discretion and sensitivity to treat all office matters and information in a confidential manner
- Ability to initiate, organize, and complete work assignments with minimum supervision
- Excellent written and verbal communication skills
- Payroll and accounting knowledge is an asset
- Additional work/volunteer experience in a school setting is an asset

In your application, please include a cover letter and resume outlining your qualifications and any relevant work/volunteer experience. Please quote competition number **2023-101** while submitting your application to:

Email: hr@kcdsb.on.ca

Online : Apply to Education at : <http://kcdsb.simplification.com/>

We appreciate the interest of all applicants, however, KCDSB will only be contacting candidates whose skills, experience and qualifications best meet the requirements of the position.

Accommodations for persons with disabilities are available during the recruitment and selection process. Applicants need to make their required accommodations known in advance by contacting the Human Resources Department.

Successful candidates must provide a current satisfactory Vulnerable Sector Check (VSC) prior to commencing employment with KCDSB. Please review the requirements for the VSC at [Ontario Provincial Police - Police Record Checks \(opp.ca\)](http://www.opp.ca)

Discover more about KCDSB and why you should start your career with us today at [Home - Kenora Catholic District School Board \(kcdsb.on.ca\)](http://kcdsb.on.ca)!

Mrs. N. Kurtz
Director of Education

Mrs. T. Gallik
Chair

Dedicated to Excellence in Catholic Education
