



EMPLOYMENT OPPORTUNITY

POSITION: School Secretary
LOCATION: Wiikwemkoong Pontiac School
SALARY: Starting Wage at \$22.60
START DATE: Immediate

Under the direct supervision of the School Principal and general direction of the Systems Principal, the successful applicant will assist the Principal in the delivery of programming and administrative requirements.

RESPONSIBILITIES:

- To act as the communication center for the school by greeting and directing visitors to the appropriate areas of the school.
- To type material, photocopy, and respond to general correspondence as assigned.
- To maintain and update O.S.R. files. To request and send out O.S.R.'s as requested.
- To record admissions, transfers, daily attendance and issue late slips.
- Prepare and distribute staff meeting minutes, memos, school calendars, update school handbook, class listings, bus lists, newsletters, and notices to staff, parents, and students as required.
- Record and distribute all incoming and outgoing mail.
- To act as receptionist by sending, receiving or relaying information by telephone, fax, e-mail, p.a. system, to all staff and students.
- Prepare requisitions for purchase orders, process invoices, packing slips, and travel claims.
- Maintain inventory of all supplies and equipment.
- Maintain and update filing system, filing correspondence, catalogues and educational materials.
- Prepare activity sheets for Supply Staff and contact Supply Staff as needed.
- Prepare annual Nominal Roll report and monthly reports as assigned by the Principal.
- Perform yard duty supervision as required.

QUALIFICATIONS:

- Written and verbal communication skills, multi-tasking and strong organization skills.
- Ability to work independently with minimal supervision and as a team player.
- Knowledge and experience of Power School and Sage software.
- High School or Post Secondary Diploma in a related field and/or demonstrated work experience.
- Knowledge/appreciation of Anishinaabe culture, language, and heritage are considered definite assets.
- Must have a valid driver's license and access to their own vehicle.
- Interested applicants must provide a cover letter, resume, and three current work-related references.
- Original vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

CLOSING DATE: ONGOING UNTIL FILLED

DIRECT APPLICATIONS TO: "School Secretary"
Wiikwemkoong Board of Education
34 Henry Street
Wikwemikong, Ontario P0P 2J0
Email: applications@wbe-education.ca
Tel: 705-859-3834 Fax: 705-859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.

Note: Only those selected for an interview will be contacted.