

## Supply Secretaries

### General Information:

Successful candidates will be placed on the Board's secretarial supply list for casual, on-call secretarial work in replacement and overload situations in secondary and elementary schools, as well as the Education Centre with no guarantee of hours of work. Selected applicants will be invited to participate in the interview process and only those candidates will be contacted.

### Qualifications

- Diploma in Office Administration or
- A diploma in a related field combined with two years of office administration
- Experience with a computerized records system
- Spreadsheet applications and other related software
- Excellent human relations and interpersonal skills
- Experience with PowerSchool and NAV would be an asset. Other qualifications are as per the job description.

### Required Documents

- Cover Letter
- Resume of qualifications and experience
- Copy of degree/diploma
- Reference check consent form which MUST include **valid e-mail addresses** of a minimum of two (2) references. The reference check consent form can be found at the bottom of careers section of our website [Careers - Lakehead District School Board \(lakeheadschooldistrict.ca\)](https://www.lakeheadschooldistrict.ca/careers).

### Application Procedure:

Email your completed application package to [copehire@lakeheadschooldistrict.ca](mailto:copehire@lakeheadschooldistrict.ca)

**Note: Please submit one complete PDF document. Please do not submit multiple attachments.**

**Application Deadline: Friday, October 6, 2023, at 4:30pm**

*Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check including Vulnerable Sector Screening (dated within the past 6 months). This document **does not need** to be included in your application package.*

*Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with the Disabilities Act. You can email [accommodation@lakeheadschooldistrict.ca](mailto:accommodation@lakeheadschooldistrict.ca) if you have a request.*