

ADMINISTRATIVE SERVICES AND INFORMATION TECHNOLOGY SERVICES CLERK

Full Time – Permanent – 12 Months

Successful candidate must possess:

- Minimum two-year diploma, preferably a Specialist Certificate in Library Science Technology, Archivist, Records Management, Business or Communications.
- Minimum of 2 years related work experience of archival concepts, methodology and techniques, as well as experience in an office environment.
- Experience with computerized records system, spreadsheet applications and other related software such as the Board's accounting software.
- Excellent human relations and interpersonal skills; experience with PowerSchool and Sparkrock 365 would be an asset.
- Basic Accounting principals would be an asset.
- Other qualifications are as per the job description.

Duties

- To include organizing, maintaining and preserving specified print and/or non-print archival collection, research and process Ontario Student Transcripts, Ontario Student Records, legal request for education records and education background check requests in accordance with the Freedom of Information and protection of Privacy Act (FOIPA).
- To include routing correspondence, reception coverage and maintaining computer equipment inventory within the IT Department, including inventory and maintaining the database.
- Provide input and guidance into the establishment and implementation of Board practices for archives as a member of the PIM committee.
- Performs accounting and purchasing tasks for the It and Property Services Departments including processing purchase orders, preparing journal entries, invoice requests, processing p-card transactions, and responsible for creating annual Lease CPI letters.

Hours of work: 8:30 a.m. - 4:30 p.m.

Position start date: to be determined

Required Documents

- Cover Letter

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- 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 <https://www.lakeheadschoools.ca/jobs>.

Application Procedure:

Email your completed application package to copehire@lakeheadschoools.ca

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

Application Deadline: Friday, November 28, 2025, 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.

We welcome applications from all qualified candidates.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

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