

**ELEMENTARY SECRETARY  
FULL TIME 1.0 FTE, PERMAENENT, 10 - MONTHS PER YEAR,  
LOCATION: ECOLE GRON MORGAN**

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**General Information:**

- Applications will be accepted **until 4:30 p.m. Thursday, June 18, 2026.**
- Only applicants selected for an interview will be contacted.
- The annual compensation range is \$54,342.13 – 59,546.58, prorated based on time worked, in accordance with the C.O.P.E. Collective Agreement.
- A comprehensive benefits package and participation in the OMERS Pension Plan are provided.
- This position represents an existing vacancy within the Lakehead District School Board.

**Qualifications:**

The successful candidate must possess:

- A diploma in Office Administration or a diploma in a related field combined with two years of office administration experience.
- Experience with computerized records system, spreadsheet applications and other related software.
- Excellent human relations and interpersonal skills; experience with PowerSchool and Sparkrock 365 would be an asset.
- Other qualifications are as per the job description.

**Duties:**

Include but are not limited to the following:

- school secretarial responsibilities, including office duties,
- use of office technology,
- school budget duties,
- and student enrollment.
- Other duties are as per the job description.

**Position start date is to be determined**

**Hours of work: 8:00 Am – 4:00 PM**

**Each candidate shall submit the following:**

- A covering letter
- A resume of qualifications, education, and experience
- Copies of all relevant certifications and qualifications
- A signed Reference Check Consent Form can be found here - [Careers - Lakehead District School Board](#)

Offer of employment is conditional upon the successful candidate providing a current Police Record Check including Vulnerable Sector Screening (dated within the past 6 months).

**This document does not need to be included in the application package.**

**Application Procedure:**

Please email complete application packages to: [copehire@lakeheadschoos.ca](mailto:copehire@lakeheadschoos.ca)

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@lakeheadschoos.ca](mailto:hr@lakeheadschoos.ca) so appropriate arrangements may be made.