



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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Secondary School Office Assistant

Job ID	33-89-29-89-38-98	
Web Address	https://careers.indigenous.link/viewjob?jobname=33-89-29-89-38-98	
Company	Toronto District School Board	
Location	Toronto, Ontario	
Date Posted	From: 2021-09-22	To: 2022-03-21
Job	Type: Full-time	Category: Education
Job Salary	Wage Rate: \$24.34 per hour	
Languages	English	

Description

KâċpapĀċmahchakwĀw â€" Wandering Spirit School â€" Grades Kâ€"12

Permanent, full-time position (school year plus 4 weeks) â€" Toronto, ON

If you self-identify as First Nations, Mâċtis or Inuit, are well organized, courteous and proficient with computer applications, and understand Indigenous ways of knowing and being, the Toronto District School Board (TDSB) welcomes your skills and knowledge.

Reporting to the Principal, and working under the direction of the Office Administrator, you will provide general administrative assistance in a Secondary School office.

The goal of KâċpapĀċmahchakwĀw â€" Wandering Spirit School is to generate an education delivery model that will improve educational outcomes for First Nations, Mâċtis, and Inuit students by centring Indigenous cultures, histories and perspectives. The program model allows students to work at their own pace with individualized instruction in a non-competitive environment. The program's foundation and success are based on traditional practices while offering "wrap around" services that meet the special needs of at-risk students and foster positive Indigenous identity, academic success, and overall well-being.

PRIMARY DUTIES

More specifically, as a Secondary School Office Assistant, you will:

â€¢ Assist with attendance, budget and records administration, e.g.:

- o Input attendance information and ensure follow up if students are unexpectedly absent;
- o Create and track purchase orders and supplies utilizing SAP;
- o Maintain updated accounting/budget records;
- o Maintain Ontario Student Records and other designated records;
- o Process transcript and OSR requests and College/University applications for students;

â€¢ Provide support in production of reports for Board and Ministry;

â€¢ Perform word processing (letters, memos, reports, exams, newsletters, minutes, etc.);

â€¢ Assist with filing in accordance with school records management and with Ministry and Board policies and procedures;

â€¢ Assist with student attendance, student transportation, student records, timetabling, student registration, student database, report cards, library, etc.;

â€¢ Copy and collate reports, communications (hard and electronic) and other material for staff, parents, students, etc., in accordance with timelines;

â€¢ Provide clerical support to the library, which may include:

- o Preparation and distribution of overdue letters/notices

- o Ordering resources, as required

- o Assisting with tracking of subscription renewals, cancellations and library account budget and petty cash;

â€¢ Act as â€œkey operatorâ€• for office equipment, e.g. scantron, fax, copier, etc.;

â€¢ Assist with/monitor bookings of permit holders (internal and external groups);

â€¢ Maintain school records related to permits;

â€¢ Maintain rapport with students, parents, staff (school and other Board personnel), community members and the public, using a customer service focus;

â€¢ Meet, greet and direct visitors to school area; answer incoming phone calls, providing general information to, and answering, frequently asked questions, redirecting as required, and taking messages as appropriate; and advise appropriate staff of visitorsâ€™ arrival;

â€¢ Assist/direct deliveries to appropriate school site;

â€¢ Regularly review and record messages on voice mail lines and ensure messages are relayed to the appropriate person/people in a timely manner;

â€¢ Maintain contact with designated staff such as Principal, Vice Principal, Head Caretaker, Office Administrator, etc., as appropriate/necessary (e.g. respond to emergency situations) utilizing resources available at school site (e.g. cell phones, walkie-talkies, PA system, etc.);

â€¢ Track/locate a student, as required; and

â€¢ Perform other related duties, as assigned by the Office Administrator or Principal.

QUALIFICATIONS

To take on the role of Secondary School Office Assistant, you must have:

â€¢ Secondary School Diploma, including computer courses with one (1) to two (2) yearsâ€™ experience in a secretarial/clerical environment, or an equivalent combination of education and experience.

â€¢ Proficient keyboarding skills and expertise in the use of computer technology (e.g. e-mail, word processing, spreadsheets and databases);

â€¢ Ability to communicate in a sensitive, courteous manner with students, parents, trustees, community members, staff and the general public, using a customer service focus.