



Posting Number: CUPE C-21-4093EX-LC4  
POSTED: September 22, 2021  
DEADLINE: 4:30 p.m. October 13, 2021

**Secondary School Office Assistant**  
**Kâpapâmahchakwêw – Wandering Spirit School – Grade K–12**  
Permanent full-time position  
**CUPE Local 4400, Unit C - Grade H (School year plus 4 weeks)**  
**\$24.34 per hour**

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

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

*The goal of Kâpapâmahchakwêw– Wandering Spirit School is to generate an education delivery model that will improve educational outcomes for First Nations, Métis, 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.*

**Summary of Duties:**

- Assist with attendance, budget and records administration, e.g.;
- Input attendance information and ensure follow up if students are unexpectedly absent;
- Create and track purchase orders and supplies utilizing SAP;
- Maintain updated accounting/budget records;
- Maintain Ontario Student Records and other designated records;
- Process transcript and OSR requests and College/University applications for students;
- Provide support in production of reports for Board and Ministry;
- Word-processing (letters, memos, reports, exams, newsletters, minutes etc);
- Assist with filing in accordance with school records management and with Ministry and Board policies and procedures;
- Assist with student attendance, student transportation, student records, timetabling, student registration, student data base, report cards, library etc;
- Copy and collate reports, communications (hard and electronic) and other material to staff, parents, students, etc. in accordance with timelines;
- Provide clerical support to library which may include:
  - Preparation and distribution of overdue letters/notices
  - Order resources as required
  - Assist with tracking of subscription renewals, cancellations and library account budget and petty cash

- Acts as “key operator” for office equipment, e.g. scantron, fax, copier, etc.;
- Assist with/monitor bookings of permit holders (internal and external groups);
- Maintain school records related to permits;
- Maintain rapport with students, parents, staff (school and other Board personnel), community members and the public with customer service focus;
- 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; advise appropriate staff of visitors arrival;
- Assist/direct deliveries to appropriate school site;
- Regularly review and record messages on voice mail lines and ensure messages are relayed to appropriate person/people in a timely manner;
- Maintain contact with designated staff such as Principal, Vice Principal, Head Caretaker, Office Administrator etc. as appropriate/necessary (e.g. respond to emergency situation) utilizing resources available at school site (e.g. cell phones, walkie-talkies, PA system etc);
- Track/locate a student as required; and
- Other related duties as assigned by the Office Administrator or Principal.

### **Qualifications:**

- Secondary School Diploma including computer courses with one to two years’ experience in a secretarial/clerical environment, or an equivalent combination of education and experience.
- Proficient keyboarding skills and expertise in the use of computer technology (e.g. e-mail, word processing, spreadsheets and databases);
- Ability to communicate in a sensitive, courteous manner with students, parents, trustees, community members, staff and the general public with a customer service focus.
- Ability maintain confidential information in a circumspect manner; and
- Working knowledge of related Board policies and procedures as well as related Ministry guidelines.

### **Special Provisions:**

- As a position requirement, the successful candidate will self-identify as First Nations, Métis, Inuit, and will have a strong understanding of Indigenous ways of knowing and being; working within First Nations, Métis, Inuit communities;
- Knowledge of current education issues and barriers as well as an awareness of available supports is required to effectively support First Nations, Métis or Inuit students and families;
- Knowledge of the Truth and Reconciliation Commission of Canada Calls to Action

### **Assets:**

- Current First Aid and CPR certification

**Hours:** 5 days per week, 7 hours per day to be scheduled according to operational needs

**Work Year:** School year plus four weeks

**Location:** Kâpapâmahchakwêw – Wandering Spirit School  
16 Phin Avenue, Toronto ON

### **Application Process:**

1. Please ensure you review the posting including the special provisions and include all relevant information in your submission.
2. When submitting your application, quote posting number **CUPE C-21-4093EX-LC4** in the subject line.
3. Attach a detailed résumé and covering letter as **one file in PDF format** and submit to: [Resume.Submission@tdsb.on.ca](mailto:Resume.Submission@tdsb.on.ca).
4. Apply no later than 4:30pm on **October 13, 2021**.

### **Notes:**

- It is anticipated that interviews will take place within two weeks after the closing date of this competition.
- It is anticipated that the successful applicant will commence November 1, 2021.
- Only applicants selected for an interview will be contacted.
- Applications will not be acknowledged in writing.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for an accommodation known in advance during the application process.***