



With 51 schools, over 24,000 students and more than 4,000 employees, the Simcoe Muskoka Catholic District School Board (SMCDSB) is an education community bound together by our beliefs. Our facilities are located in some of the most beautiful natural settings in the province. Our Board encompasses a large and dynamic mixture of urban centers, small towns and rural areas throughout Central Ontario. We offer excellent programs, resources and supports so that students are provided with every opportunity to reach their future goals and aspirations. Our school district is still the home of many First Nations, Métis and Inuit people from across Turtle Island and we are grateful to have the opportunity to work together as part of a new relationship on this territory

Secretary – Programme & Services (Temporary)

Open To:	Open Competition
Job Location:	Academic Services, 345 Livingstone Street East, Barrie
Position Type / Hours:	Full-Time Temporary. Monday to Friday, 8:30am to 4:30pm, 35 hours weekly, plus overtime as required Effective July 2, 2024 to June 30, 2025
Annual Compensation:	\$ 45,383 to \$56,909 commensurate with education, skills and experience; As per Terms of Employment for Board Office Staff

The Secretary – Programme & Services is responsible for providing secretarial and administrative services to the Services area in support of the achievement of Simcoe Muskoka Catholic District School Board’s vision and mission.

Required Skills and Qualifications:

The successful candidate will bring the following skills and experiences to the role:

- ❖ 2 Year College Diploma – Secretarial/administrative support studies.
- ❖ 1-3 years related experience, preferably in an education environment.
- ❖ Demonstrated capability to deliver on multiple tasks to deadline and within restricted timelines.
- ❖ Strong time management, organizational, administrative, clerical, and written and oral communication skills are mandatory for this position.
- ❖ Effective interpersonal skills, proven ability to work both cooperatively and independently.
- ❖ Track record of experience that proves excellence in client/customer service is mandatory.
- ❖ Experience maintaining departmental budgets, ordering of supplies, including invoice reconciliation and report preparation. VIA and SDS experience is beneficial.
- ❖ Previous experience working with confidential information and maintaining student privacy.
- ❖ Computer literate and exceptional skills in GAFE, Word and Excel is mandatory.

Interested candidates must forward, in confidence, a cover letter, resume and supporting documentation to hr@smcdsb.on.ca by April 29, 2024 at 4:00pm. Please quote job posting number 172-2324 in the subject line.

Accessibility accommodations are available for all parts of the recruitment process upon request.
Accommodation queries should be directed to the Human Resources Department at hr@smcdsb.on.ca.

Only those candidates selected for an interview will be contacted.

As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

The Simcoe Muskoka Catholic District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at the SMCDSB.

THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

Frances Bagley
Director of Education

Maria Hardie
Chair, Board of Trustees



Our Vision

OUR FAITH. OUR STUDENTS. OUR FUTURE.

Our Mission

Faithfully, inclusively and equitably, we inspire every student to realize their God-given potential.

