



Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5100 Fax (807) 625-9422

Supply Secretaries - Armstrong

General Information:

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secretarial work in replacement and overload situations at Armstrong Public School, with no
guarantee of hours ofntee

- x Experience with a computerized records system
- x Spreadsheet applications and other related software
- x Excellent human relations and interpersonal skills
- x Experience with PowerSchool and NAV would be an asset. Other qualifications are as per the job description.

Required Documents

- x Cover Letter
- x Resume of qualifications and experience
- x Copy of degree/diploma
- x 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 [Careers Lakehead District School Board \(lakeheadschoools.ca\)](http://www.lakeheadschoools.ca)

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 : open until filled

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.

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with the Disabilities Act. You can email accommodation@lakeheadschoools.ca if you have a request.