



# Rainy River District School Board Invites applications for the position of Casual Secretary

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<b>Posting Number:</b>	2324-2	<b>Date:</b>	July 18, 2023
<b>Position:</b>	<b>Casual Secretary</b>		
<b>Job Description:</b>	Job Description Attached		
<b>Location:</b>	Various Locations		
<b>Hours of work:</b>	All casual personnel must be able to work on an on-call basis. Successful candidates will be placed on the School Casual List for casual, on-call work with no guarantee of hours of work.		
<b>Rate of pay:</b>	\$21.76 per hour (\$22.76 per hour as of September 1, 2023) as per the CUPE Collective Agreement		

Apply in writing referencing the posting number. Include your [non-teaching application form](#), cover letter, resume and [Reference Authorization Form](#) to:

Human Resources Department  
Rainy River District School Board  
522 Second Street East  
Fort Frances, ON P9A 1N4  
Fax: (807) 274-1950  
Email: [humanresources@rrdsb.com](mailto:humanresources@rrdsb.com)

**Accommodation in the recruitment process is available upon request for applicants with disabilities.**

*We thank all applicants but only those who are selected for an interview will be contacted.*

For further clarification or questions please contact  
Stefanie Berard, Human Resources Coordinator, at 807-274-9855 ext. 4971

**Closing Date: Ongoing Application Acceptance 2023-2024**



## Rainy River District School Board Fort Frances, Ontario

### JOB DESCRIPTION

DATE: June 2006

POSITION: School Secretary (Former Secretary II and Secretary III)

EMPLOYEE GROUP: CUPE (Canadian Union of Public Employees)

LOCATION: All Schools

#### Necessary Qualifications:

- Grade 12 diploma
- Work experience in a secretarial and clerical position
- Ability to work with integrated software packages
- Ability to use discretion and sensitivity to treat all office matters and information in a confidential matter
- Ability to initiate, organize, and complete work assignments with minimum supervision

#### Position Summary:

The School Secretary will provide secretarial and clerical services as directed by the Principal of the school or their designate.

#### Responsible to:

The School Secretary is responsible to the Principal of the School

#### Specific Duties:

##### Communication:

- general reception and telephone duties
- handle inquiries and direct to appropriate staff and/or location
- correspondence - letters, faxes, e-mail, newsletters and other correspondence as required by staff
- generate/distribute/file forms, reports, student reports (suspension letters, violent incident reports, accident reports, staff minutes, work orders)
- contact parents re: emergency situations (illness, injury, school closures)
- schedule and book use of school facilities
- may be required to coordinate office responsibilities
- public address system duties (opening, messages)

#### Student Data:

- maintain current and accurate student information using the PowerSchool database for student records, attendance, reporting, and student information forms
- prepare material for registration and carry out student registration (school handbook, student forms, course selection guide)
- collect student information (birth certificates, health card, immunization records)
- provide transportation department with required student data
- schedule parent interviews as required
- OSR management
- carry out Safe Arrival policy as required
- compile and post lists of students with “emergency” medical needs
- assist with preparation/distribution of student assessment materials (exams, EQAO materials)
- maintain and prepare transcripts
- prepare all materials required for student graduation

#### Financial Functions:

- maintain current/accurate information using SDS database
- maintain purchase order records
- order office supplies and maintain office inventory
- receive and check all deliveries checking packing slips for accuracy
- maintain petty cash fund
- school generated funds - collect and manage monies generated by fund raising campaigns  
(milk programs, field trips, activity days, book fairs etc.)
- banking - count and prepare monies for deposit
- ensure accurate financial records are kept and are on file

#### Reports:

- complete all required reports as requested and specifically: MET reports  
Oct/March statistical reports  
Enrollment/registration/attendance reports  
Board required reports

#### Additional:

- may be required to schedule vacations and supply secretaries
- recording and issuing of security codes and school keys
- maintain staff attendance records/ may be required to arrange for substitutes
- sorting/distributing ingoing and outgoing mail
- facilitate scheduling and assist with school events (photos, programs, tickets, clinics)

#### Conditions of Employment:

- Rainy River District School Board Policies and Procedures
- Rainy River District CUPE Local 65 Collective Agreement