



**We're Putting  
Wellness First**



**We're Turning  
Innovation into Action**



**We're Committed  
to Collaboration**



**Limestone**  
DISTRICT SCHOOL BOARD

## See yourself in Limestone

Where everyone achieves success and well-being

### PERMANENT FULL-TIME SENIOR CLERK - BUDGET

LASALLE SECONDARY SCHOOL

7 HOURS/DAY - 10 MONTHS/YEAR (35 HOURS/WEEK)

EFFECTIVE DATE: IMMEDIATELY

CURRENT HOURLY RATE OF PAY: \$24.13 - \$25.70

Limestone District School Board, located on the shores of Lake Ontario proudly serves approximately 20,000 students at 49 elementary schools, 10 secondary schools, and Limestone Community Education Centres in the Townships Central Frontenac, Addington Highlands, North Frontenac, South Frontenac, Loyalist and Stone Mills, as well the Town of Greater Napanee and Kingston and the Islands. Our school district covers a geographic area of 7,719 square kilometers and includes more than 3,000,000 square feet of Board facilities.

#### Position Summary

To provide support for the Office Manager and/or Principal/Vice Principal by developing knowledge and skills in all office functions and to perform a variety of clerical tasks in the secondary school office with particular emphasis on the more complex and responsible clerical activities.

#### Summary of Duties and Responsibilities

- Prepare a variety of documents using word processing, spreadsheets, and other related software.
- Maintain school database and generate reports.
- Facilitate internal/external communications by preparing information to inform all staff of daily/weekly activities, assisting the administration in publishing newsletters, handbooks and documents, for the parent community, maintaining school/staff bulletin boards.  
Operate and maintain office equipment such as; photocopiers, fax machines, telephones, bells, and the P.A. system and provide in-service on the equipment
- Prepare and support the organization of graduation and academic awards.
- Support the on-line registration process.
- Assist the Office Manager in all office functions.
- Process, maintain and monitor purchase orders, cheque requisitions, monthly travel reimbursement forms, expenditure reallocation and budget reallocation as well as departmental/school programs – budget using SDS and E-Funds
- Processing “code and approve” invoices.
- Working knowledge of school day
- Process a high volume of orders in a timely manner and distribute orders to staff.
- Liaise between school staff and the Board’s Purchasing Department, select the appropriate vendors for supply of goods and services.
- Provide administration and department heads with budget information monthly.
- Process all Priority Post deliveries and pick-ups.

#### Mission

We prepare students within safe and inclusive environments to embrace a changing world as lifelong learners and informed, responsible citizens.

#### Vision

Together we embrace and foster engaging and innovative learning where everyone achieves success and well-being.

#### Values

Accountability | Collaboration  
Fairness | Inclusion  
Integrity | Perseverance  
Optimism | Respect





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- Renew yearly contracts as required. Process orders through SDS/E-Funds to be reimbursed by the Collegiate Account.
- Year end Close...balance budgets, re-install accounts and transfer budget from holding to individual accounts.
- Perform other related duties as assigned.
- Demonstrates experience and commitment to EDI (Equity, Diversity, and Inclusion).

For efficiency, duties of a Senior Clerk generally are sub-divided into three categories: Attendance, Budget and Student Services. While Senior Clerks can be expected to perform all duties of Senior Clerk position, a position may have emphasis in one or Process, maintain and monitor VISA Transactions using Access Direct.

### Qualifications & Experience

- Secondary School Diploma
- Two or more years of directly related experience

### Knowledge, Skills & Abilities

- Proficiency in all secretarial and clerical skills.
- Comprehensive knowledge of computer applications being used in the site office including Aspen, Microsoft Publisher, Powerpoint, Excel and Word.
- Familiarity with the Management Tracking for Experiential Training Software & the Employment Ontario Information System would be an asset.
- Working knowledge of office equipment.
- Ability to maintain discretion and confidentiality.
- Effective public relations and communications skills
- Flexibility
- Ability to effectively navigate the internet to assist with Expanded Opportunities initiatives.
- Strong organizational skills

### How to Apply

Interested applicants are asked to submit an application package that includes a cover letter and resume outlining how your qualifications, skills and experience relate to the position as well as proof of qualifications. If you are seeking an exciting opportunity to work with and support a dedicated team of professionals, please share the following:

- Packages must be submitted **by 12:00 pm**, Friday, April 26, 2024, addressed to Erika Reynolds, HR Consultant – Support Staff through [Apply to Education](#).
- Your resume detailing your skills and experience
- Proof of qualifications (diploma or degree) uploaded on your Supporting Documents page within your Apply to Education account

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

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Accommodations will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodations at any time during the recruitment process. Please submit your accommodations requests to Erika Reynolds at [reynoldserika@limestone.on.ca](mailto:reynoldserika@limestone.on.ca) **if you are offered an interview.**

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective employees in any way, and such information will remain confidential.

The Greater Kingston Area promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the Limestone District School Board, including equitable recruitment, retention & promotion practices, please visit [www.limestone.on.ca](http://www.limestone.on.ca).

### **Commitment to Diversity & Inclusion**

Across Limestone District School Board, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The Limestone District School Board is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application, to self-identify as someone who has lived experiences as a member of one or more of these groups and who can bring valuable, diverse knowledge and perspective to our District and the students and communities we serve.

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process.  
Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

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