

**APPLICATIONS ARE INVITED FOR THE POSITION OF
OFFICER – FIELD SUPERINTENDENT’S OFFICE
Non-Union Level 10: \$56,274 - \$70,342**

NOTE: THIS IS A TEMPORARY POSITION (APPROXIMATELY 4 to 6 MONTHS)

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- Two-year College Diploma in Secretarial Science program(s) or equivalent
- Minimum two (2) years working experience in an administrative support role
- Familiarity with Board operating procedures
- Shorthand/ speed writing /speed keyboarding utilizing laptop an asset
- Must be proficient in the use of all major computer software applications such as Microsoft Office Suite e.g. Excel, PowerPoint, Visio, etc.
- Must be able to handle multiple tasks and priorities
- Proven excellent interpersonal and organizational skills
- Proven independent problem solving and conflict resolution skills, and the ability to effectively prioritize work flow with a variety of superordinates
- Demonstrated ability to take initiative where necessary with decision making discretion and provide strong leadership to support staff
- Demonstrated flexibility and acceptance of a continuously changing work environment
- Demonstrated ability to deal with constant demands, deadlines and interruptions

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to the Field Superintendent(s), this position plays a vital and key role in providing management/administrative support in the efficient operation of the offices of the Superintendent(s). Duties and responsibilities include but are not be limited to the following:

- Facilitate and coordinate related staffing processes and procedures between schools and the department
- Respond to enquiries, emergent and/or sensitive issues from parents/schools and take appropriate action in accordance with established procedures and guidelines
- Perform confidential administrative duties related to various areas including Human Resources and Finance
- Coordinate, schedule and confirm meetings, appointments and interviews for the Superintendents and relative staff members, as required
- Prepare various sensitive and confidential correspondence, Board reports, minutes and agendas
- Assist in the preparation and monitoring of departmental budget
- Design and maintain various statistical data-bases for the Superintendent(s)
- Facilitate effective and collaborative communication between internal departments, schools, parents, communities, trustees, and external agencies such as EQAO, Ministry of Education, private and public sector offices by responding to and making inquiries independently, as required
- Record minutes for Union-Management meetings, negotiation meetings between management and bargaining units and staff allocation committee meetings when required
- Act as a backup to co-workers when required
- Oversee and delegate various tasks to other support staff when required
- Provide administrative support to departmental staff when required
- Provide general office duties support to Superintendent’s Office(s) and maintain filing system as per Board policy
- Prioritize and distribute workflow needs effectively for duties such as keyboarding, photocopying, faxing, etc.

Completed résumé, together with supporting educational documents and references, referring to Posting #NU2013-04 **Officer – Field Superintendent’s Office**, are to be received from interested candidates no later than **Friday, March 1, 2013**, and should be submitted by e-mail or hardcopy to:

**Bessie Gruppuso, Senior Manager of Recruitment
Human Resources
Toronto Catholic District School Board
80 Sheppard Avenue East, Toronto, Ontario M2N 6E8
E-mail: hr.recruitment@tcdsb.org
*only those applicants granted interviews will be contacted.***