



**APPLICATIONS ARE INVITED FOR THE POSITION OF
OFFICER - ARCHIVES AND RECORDS MANAGEMENT
CORPORATE SERVICES
Non-Union Level 10 - \$61,240 - \$76,549**

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

QUALIFICATIONS:

- 3-year post secondary education in related disciplines such as records management, or an equivalent combination of education and experience
- Two (2) years of successful experience in secondary school guidance support role
- Knowledge of legislation/Board policy related to records retention
- Demonstrated organizational, communication and interpersonal skills
- Proficient in MS Office Suite, Trillium and SAP
- Proven ability to learn new archival/information management software applications

MAIN DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of the Senior Manager of Archives, Records Management and Freedom of Information, the primary function of this position is to assist the Senior Manager in effectively archiving Ontario Student Records (OSR) and other Corporate records by providing systematic control and management of records retention in accordance with legislative requirements/guidelines, and Board policies and procedures. Duties and responsibilities include but are not limited to the following:

- Coordinating and supervising all departmental activities related to the administration of:
 - all corporate records
 - all active student records of closed secondary schools within the legislated period
 - requests for historical and electronic transcripts, from former students, Ontario College Application System and the Ontario University Application System
 - requests for records searches from the departments, trustees, outside agencies and the general public as required
 - retrieval of student records, attendance registers and other critical student-related records, as required
 - the annual collection, processing, indexing and filming of OSRs for permanent retention
 - the input of information into appropriate archival/records management software
- Providing ongoing support and direction to secondary school guidance support staff to ensure proper preparation of OSRs for permanent retention and to ensure its compliance with legislative requirements

- Providing support and direction to elementary school support staff in the ongoing maintenance and transfer of relevant student and corporate records, as required
- Providing ongoing support to Board departments and sites related to records management
- Assisting in the development of policies and procedures regarding records management for all TCDSB departments
- Assisting with departmental budget preparation and tracking of all related expenditures
- Supervising work of assigned staff as required
- Other related duties and assistance in special projects as required

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Friday, January 14, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=50e1ed2f-7777-4c04-8a0b-aa05688bc5

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.