



APPLICATIONS ARE INVITED FOR THE POSITION OF SUPPLY SECRETARY

Daily Rate of Pay: \$ 149.31

Working Hours: 7 hours/day, excluding unpaid lunch break

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Leadership at Toronto Catholic is servant-like, visionary, empowering and inclusive. 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.

We are currently accepting applications for **Supply Secretary**. The Supply Secretary will replace the permanent Secretary to provide secretarial and clerical support necessary for the efficient operation of the elementary and secondary school offices and Board offices in their absence.

The Board maintains a roster of temporary/casual staff for assignment to cover employee absences. Supply staff are assigned from a pool on an as-needed basis.

Please note the following are required as part of your application package:

- Proof of educational credentials (minimum of grade 12, or Ontario equivalency).
- A required typing speed of 45 words per minute.
- Knowledge of Microsoft Office 2016 is required.
- Resume and Cover Letter addressed to the Sr. Manager of Recruitment, Human Resources.
- Two work related reference letters from previous employers, if applicable.

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 diverse stakeholders and communities we serve. As such, we especially welcome applications from candidates who self-identify as visible minorities, persons with disabilities, indigenous 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.

All applications must be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=a1f40643-5be0-40ba-b8ed-d9174b20dfc2

Failure to complete a full package may impact your eligibility for an interview.

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.

The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.