

Medicine Hat Catholic Board of Education



Competition #365 1.0 FTE School Secretary

(37.50 hours per week - Monday to Friday)

St. Mary's School

Start Date: Monday, October 19, 2020

Closing Date for applications: Friday, October 9, 2020 @ 12:00 pm

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

St. Mary's School has an approximate student population of 380 students (Grades 7-9)

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students of St. Mary's School.

The ideal candidate should possess the following training/abilities:

- Graduated from a recognized secretarial and or office technology program is preferred, however, a combination of education, experience, training, self-directed learning, or certified courses will be considered.
- Strong working knowledge of computer operations and Microsoft Office applications including Publisher
- Knowledge in use of Power School, KEV Software, School Engage Software, Google G Suite, Box Clever
- Excellent interpersonal and communication skills; Self-directed and organized with a strong sense of team
- Exhibit high ethical and professional standards in respecting privacy of confidential student information.
- Polite and pleasant personality with an ability to work well under pressure and multi-task in a busy environment
- Familiarity with social media and other website platforms that promote school activities and celebrations would be an asset
- Accounting/bookkeeping knowledge and experience with strong analytical skills with attention to detail

Duties will include but are not limited to:

- Manage all aspects of the day to day operations of a School Office and provide support to school administration as required.
- Record staffing attendance using the Automated Dispatch System
- Process Student Registrations, Report Cards, Student Records in PowerSchool, Student Scheduling, Manage Student medical information, Maintain Student Attendance
- Mail distribution, Filing, Banking, Accounts Payable & Receivable, Manage School Accounts through KEV Software, VISA Reconciliation, Invoice verification and coding for payments, Deposits for Before/After School accounts, Office supplies & textbook purchasing, Petty Cash, School Newsletters, Manage financial matters with Parent Council, Prepare and manage yearly calendar of events
- This position carries a significant public relations responsibility that reaches Students, Parents, Teachers, Administrators and other District personnel
- Other duties as assigned by School Administration

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

Please reply with cover letter and resume, pastoral reference (if available) and reference contacts. A Criminal Records Check and Alberta Child Services Intervention Record Check will be required upon commencement of employment. Remuneration will be as per the School Based Support Staff Handbook. Please reference the Competition # on the cover letter. A support staff application form must accompany your cover letter and resume.

Application forms can be picked up at the Catholic School Board Office or available online under Employment at www.mhcbe.ab.ca

Please indicate interest by forwarding a current resume, cover letter and Division Support Staff application form to:

Human Resources
Medicine Hat Catholic Board of Education
1251 – 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
Fax: (403) 529-0917
E-mail: resumes@mhcbe.ab.ca

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.