

Medicine Hat Catholic Board of Education



Competition #431 Temporary Secretary 1.00 FTE – 07:30-15:30 weekdays at Notre Dame Academy

Start Date: February 7, 2022

End Date: April 27, 2022, or upon return of the absent employee

Closing Date for Applications: February 2, 2022 at noon

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*.

Notre Dame Academy has a student population of approximately 430 students
(Grades 6-9 regular programming and sports academy)

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students at Notre Dame Academy.

The successful candidate must:

- Manage daily operations of the school office and provide support to administration as required
- Maintain staff attendance for administration approval
- Prepare monthly school newsletter highlighting key events and communication
- Responsible for student registrations, report cards, manage medical information and maintain attendance
- Process accounts receivable, payable and VISA reconciliations
- Possess excellent interpersonal skills with an ability to communicate with community members, parent council, school staff, students, parents and other division personnel
- Must have exceptional organizational and time management skills and be capable of working in a fast-paced, multi-task, team-oriented environment
- Exhibit high ethical and professional standards in respecting privacy and confidentiality
- Be self-directed, independent and highly motivated with the ability to work under minimal supervision

Qualifications and Skills:

- Graduate from an office technology or a recognized secretarial program, or a combination of education/experience required
- Competent in the use of technology (PowerSchool, KEV: SchoolCash, Engage School Information Management System, Google and Microsoft Suite)

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.

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to resumes@mhcbce.ab.ca. Please reference the Competition # on the cover letter. A [Police Information Check](#) including Vulnerable Sector Search, [Alberta Children's Services Intervention Record Check](#), and adherence to [Administrative Procedure 492: COVID-19 Vaccination Status](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)
Great Schools – Fantastic Staff – Exceptional Student Programming

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