



Medicine Hat Catholic Board of Education

Competition #484

Secretary 0.20 FTE / Fixed Library Technician 0.50 FTE (8:00a.m. – 1:30p.m.) at École St. John Paul II School

Start Date: March 16, 2023

End Date: June 29, 2023 (Library Technician) with opportunity for a renewed contract in the 2023-2024 school year

Closing Date for Applications: March 10, 2023 at noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2900 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*.

École St. John Paul II School has a student population of approximately 230 students
(Grades K-6, including ELP: Early Learning Program)

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students at École St. John Paul II School.

The successful candidate must:

- Manage daily operations of the school office/library 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
- Knowledge of library operations including circulation, cataloguing, referencing and ordering is an asset
- Competent in the use of technology (Power School, Interactive Boards, Google and Microsoft Suite) with a willingness to learn the Follett Destiny Library System software, PowerSchool, KEV, SchoolCash and Engage School Information Management System

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.

For more information, please contact: Mr. Chuck Hellman, Deputy Superintendent at (403) 502-8352/Mr. Robert Dumanowski, Principal at (403) 527-7333.

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to resumes@mhcb.e.ab.ca. Please reference the Competition # on the cover letter. A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) 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.