



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Clerk Typist/Lunch Supervisor
Location:	Stevenson Island School
Start Date:	As soon as possible
Hours/Days/Months:	3 hours/day, 5 days/week, 10 months/year for Clerk Typist 1 hour/day, 5 days/week, 10 months/year for Lunch Supervisor
Term of Employment:	Permanent
Salary:	\$21.55/hour for Clerk Typist position \$21.05/hour to \$23.18/hour for Lunch Supervisor (based on academic qualifications)
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

Reporting to the Principal, the Clerk Typist is responsible for all clerical functions within the school. The Lunch Supervisor provides student supervision during lunch hour and enforces school policies and procedures (behavior problems will be referred to the Principal).

QUALIFICATIONS

- Grade 12 or an acceptable combination of training and experience
- Clerical and/or secretarial experience
- Knowledge of Indigenous Way of Life
- Knowledge of First Aid
- Proficiency in a variety of computer applications in a network environment (i.e. word processing, spreadsheets, and database applications)
- Excellent interpersonal, verbal and written communication skills
- Ability to exercise initiative and judgment in determining work priorities
- Ability to work independently and collaboratively with others.
- Possess good working habits (punctuality and attendance)

DUTIES AND RESPONSIBILITIES

- Types correspondence, teacher evaluations, student reports, statistical reports, and school newsletters
- Prepares or assists with the preparation of required month-end reports
- Maintains student, staff and school files and student attendance records/database
- Collects and processes incoming and outgoing mail
- Prepares/submits payrolls. Reconciles request for leave forms with payroll reports, submits adjustments.
- Receives and directs visitors and telephone calls.
- Administers first aid to students.
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

Thank you for your interest; however, only applicants selected for an interview will be contacted.

By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Lee Masters, Principal
Stevenson Island School
Box 9, Stevenson Island, MB R0B 2H0
Fax: (204) 456-2319
Email: Lee.Masters@fsdnet.ca

