

SENIOR CLERK – STUDENT SERVICES (PERMANENT FULL-TIME)
NAPANEE DISTRICT SECONDARY SCHOOL
11 MONTH POSITION – 35 HOURS/WEEK
EFFECTIVE: To be determined
HOURLY RATE OF PAY: \$27.07 - \$28.71

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

General Summary of Duties & Responsibilities

- Prepare a variety of documents using word processing, spreadsheets, and other related software
- Maintain school database and generate reports
- Facilitate internal/external communications by preparing information to inform all staff of daily/weekly activities, assisting the administration in publishing newsletters, handbooks and documents, for the parent community, maintaining school/staff bulletin boards
- Operate and maintain office equipment such as; photocopiers, fax machines, risograph, telephones, bells, and the P.A. system and provide in-service on the equipment
- Prepare and support the organization of graduation and academic awards
- Support the on-line registration process
- Assist the Office Manager in all office functions
- Perform other related duties as assigned
- Act as receptionist to Student Services Department including making appointments, meeting and directing visitors and clients
- Storage, sending, receiving and maintenance of OSRs, process registrations, prepare transcripts, and assist with scheduling
- Assist with option sheets, graduation list and College/University applications
- Prepare and support student transportation application process
- OnSIS reporting
- "eTMS" uploading for OCAS
- OUAC and OCAS mark uploads
- Ability to merge variety of files

For efficiency, duties of a Senior Clerk generally are sub-divided into three categories; Attendance, Budget and Student Services. While Senior Clerks can be expected to perform all duties of Senior Clerk position, a position may have emphasis in one or more of the areas of responsibility.

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Skills & Knowledge Required

- Proficiency in all secretarial and clerical skills
- Comprehensive knowledge of computer applications being used in the site office including ASPEN, Microsoft Publisher, Powerpoint, Excel and Word.
- Familiarity with the Management Tracking for Experiential Training Software & the Employment Ontario Information System would be an asset
- Working knowledge of office equipment
- Ability to maintain discretion and confidentiality
- Effective public relations and communications skills
- Flexibility
- Ability to effectively navigate the internet to assist with Expanded Opportunities initiatives
- Strong organizational skills
- Demonstrates experience and commitment to EDI (Equity, Diversity, and Inclusion)

Qualifications

- Secondary School Diploma
- Two or more years directly related experience

How to Apply

If you are energized by a career where you will have the opportunity to work as a team supporting the school board's accounting department kindly follow the application process below. Packages must be submitted **by 4:00 p.m. on Monday, September 29, 2025**, through [Apply to Education](#) by uploading the following documents:

- A cover letter detailing your skills and why this will make you the ideal candidate for this position.
- A resume which clearly outlines your qualifications and experience in this area.
- Proof of qualifications uploaded on your [Supporting documents](#) page

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application/resume to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

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Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective applicants in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca.

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