

**ASSISTANT OFFICE ADMINISTRATOR (PERMANENT FULL-TIME)  
MOLLY BRANT ELEMENTARY SCHOOL  
10 MONTH POSITION – 35 HOURS/WEEK  
EFFECTIVE: JANUARY 2025  
HOURLY RATE OF PAY: \$26.21 - \$27.92 (PLUS A COMPETITIVE BENEFIT PACKAGE)**

### 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.

### Position Purpose

To provide secretarial and receptionist services for all operations, as assigned by the Office Administrator and/or Principal and/or Vice Principal.

### Summary of Duties & Responsibilities

- Provide secretarial services to Principal and staff
- Perform receptionist functions re: students, parents and other visitors
- Communicate by phone, e-mail, record and deliver messages
- Assist the Office Administrator as required ie. word processing, operating the database, using school and/or LDSB related software and photocopying
- Assist with staff and student attendance/absentee process
- Assist in maintenance of filing system and office records
- Perform other related duties as assigned

### Skills & Knowledge Required

- Proficiency in all secretarial and clerical skills
- Comprehensive knowledge of computer applications
- Working knowledge of office equipment
- Ability to maintain discretion and confidentiality
- Effective public relations and communications skills
- Flexibility
- Strong organizational skills
- Demonstrates experience and commitment to EDI (Equity, Diversity, and Inclusion)

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### Qualifications

- Secondary School Diploma
- One or more years of related experience

### How to Apply

Interested applicants are asked to submit an application package that includes a **cover letter and resume** outlining how your qualifications, skills, and experience relate to the position, as well as **proof of qualifications**. Packages must be submitted by **4:00 p.m. on Thursday, December 18, 2025** to [ApplyToEducation](#).

- **A cover letter detailing** why you would be the ideal candidate for an Assistant Office Administrator
- **Resume which clearly outlines** your qualifications as well as types of skills and experiences you have had working in an office environment
- **Proof of secondary/post-secondary diploma** uploaded on your Supporting Documents page within your ApplyToEducation account

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.

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.

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**Our Intention:** To make a positive difference in the lives of every student, in every classroom, in every school.

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](https://limestone.on.ca).

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Karen McGregor, Chair | Krishna Burra, Director of Education and Secretary | Craig Young, Treasurer