

## Casual Clerical Administrative Staff

**Effective:** October 2025

**Salary Range:** \$25.39 - \$32.07

### 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 Overview

The Limestone District School Board is currently accepting applications for the role of Casual Office Administration from individuals who are committed to providing support to Limestone District School Board schools throughout the district. The first point of contact, your customer service philosophy is welcoming, supportive, and inclusive of all staff, students, families, and members of the broader school communities. In this capacity, you will provide frontline reception, including greeting and assisting staff, students, and visitors, answer phones, collect and enter data, as well as perform a variety of additional administrative tasks to support the needs of the school.

### Qualifications & Experience

- Secondary School Diploma. Diploma in Office Administration considered an asset
- One or more years of related secretarial / office administration experience
- Proficiency in all areas of office administration
- Superior customer service skills
- Effective public relations, interpersonal and communications skills
- Ability to maintain discretion and confidentiality
- Flexible and adaptive to changing needs and priorities
- Strong organizational and time management skills
- Demonstrated problem solving and conflict resolution skills

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- Proficiency in the use of computer applications, including Word, Excel and Outlook

Casual administrative staff gain valuable knowledge, skills and experience that will facilitate progression to a permanent role.

### 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 **12:00pm, October 10<sup>th</sup>, 2025** to [ApplyToEducation](#).

- Cover letter (addressed to **Melissa Brown-Lott, Human Resources Consultant**)
- Resume
- Proof of 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.

Interviews will take place in person at the LDSB Board Office on Monday October 20<sup>th</sup>, 2025.

### 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 cover letter, 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 employees 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).

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

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