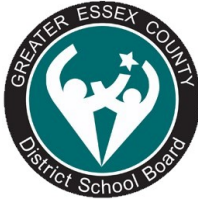


GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD



Gale Hatfield
Chairperson of the Board

Vicki Houston
Director of Education

Occasional Clerical Worker

The Greater Essex County District School Board is home to over 36,000 students in Southern Ontario with 4,700 staff member while operating and maintaining 53 elementary school and 14 secondary schools in 9 municipalities. We also operate alternative and continuing education programs for the community.

The Greater Essex County District School Board invites applications from persons qualified for the Bargaining Unit position of an Occasional Clerical Worker.

Job Summary:

Position: Occasional Clerical Worker

Start Date: As soon as possible

Salary: \$22.88 per hour (including pay for Vacation) in accordance with the CUPE 1348 collective agreement .

Nature & Scope of Position:

As an Occasional Clerical Worker you will be required to be on call on a daily basis and adapt to a variety of clerical assignments within the School Board including school locations as well as non-school locations. Start times can vary depending on the location and could be as early as 7:30am. In addition to this you would be required to travel to various school board locations throughout the Windsor and Essex County area which can include areas such as Leamington, Kingsville, Lakeshore, Essex, or Amherstburg.

Qualifications:

- A minimum of a 2-year community college diploma in Secretarial/Business Administration.
- A minimum of 3 years of experience in a secretarial role.
- Advanced level of proficiency in utilizing software applications in a Windows environment.
- Strong organizational skills.
- The ability to articulate and receive/present ideas effectively in oral and written form.

- Demonstrate a commitment to and documented success in working to create a fair, inclusive, anti-racist environment for all stakeholders, and to supporting diverse constituencies and populations.

Qualified candidates are invited to apply in writing, giving full particulars as to education, qualifications and experience by visiting www.applytoeducation.com no later than **4:00 PM on Friday November 28, 2025**. Please note there is no fee to apply to this position. You must apply under the actual job posting number **293496** (under). In support of the Board's Indigenous Protocol, applicants of First Nations, Métis and Inuit descent may apply to fnmicareers@publicboard.ca. In support of the Board's Dismantling Anti-Black Racism Strategy, applicants who identify as Black may apply to opportunities@publicboard.ca. No other form of submission will be accepted from external candidates.

Kari Bryant, Superintendent of Human Resources
Greater Essex County District School Board
451 Park Street West, Box 210
Windsor, ON N9A 6K1
Posting Number: 293496

The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

The Greater Essex County District School Board has an accommodation process in place that provides accommodations for employees and applicants. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the GECDSB strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation based on any Code-protected ground under the Ontario Human Rights Code for your interview, testing, and/or practicum, please advise the Recruitment Team member when contacted for an interview, testing and/or practicum. This will ensure that the appropriate accommodation(s) are in place prior to you attending.