

Continuing Education is seeking qualified applicants for the following secretarial positions. These positions provide valuable training opportunities and experience for staff.

**International Languages
(Elementary and Credit)**

Head Secretary (17)
Assistant Secretary (11)

**Credit Night School
(Semester 1 or 2)**

Head Secretary (5)
Assistant Secretary (3)

Credit Summer School (July)

Head Secretary (13)
Assistant Secretary (18-24)
P/T Assistant Secretary (12)

Successful candidates will work with the Administrator as part of the administrative team. Successful candidates will be responsible for various secretarial duties and must possess the following qualifications:

- Excellent keyboarding skills
- Experience with SIS (secondary preferred), Excel, Word and Internet
- Excellent communication, organizational and planning skills
- Working knowledge of student registration procedures
- Previous Continuing Education experience is an asset
- VISTA time entry is an asset.

Interested applicants must apply on an annual basis to the individual positions on VIP. Please visit www.peelschools.org and select "Jobs". Then select "Continuing Education Hiring VIP". Hard copy resumes will not be accepted.

VIP Job Postings are open from Monday, May 13 to Friday, May 17, 2019

Please see the attached sheet How To Apply On VIP. If you encounter difficulties with the application process, either with updating your resume or applying to postings on VIP, please contact the Helpdesk at 905-890-1010 x 4357, Option 2.

Please note:

- Only those applicants selected for an interview will be contacted
- Staff hiring and appointments are conditional upon student enrolment
- School locations are subject to change
- All positions are subject to Board budget approval

Rates of Pay: Head Secretary - Level 3 (\$20.51 to \$23.75 per hour)
Assistant Secretary - Level 1 (\$17.59 to \$20.36 per hour)
For permanent staff placement on the grid is based on employee's permanent position with the Board

The Peel District School Board is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff who reflect the full diversity of the Region of Peel. We will make any reasonable accommodation, based on any of the human rights protected grounds to support candidates to participate in the hiring process.

When contacted, candidates will be provided with an overview of the various elements of the selection process, such as tests and skill demonstrations. We will provide employment accommodation (i.e., an accessible location, rescheduling of interviews that fall on religious holy days) if we are advised of an applicant's needs in advance of any part of the selection process.

Peel District School Board serves a diverse student population and community. We are committed to hiring staff who not only reflect the diversity of Peel Region, but who will also foster the success of our student population by demonstrating commitment to working in a diverse school community and/or work environment.

We appreciate the interest of all applicants, but will only be interviewing candidates whose skills, experience and qualifications best meet the requirements of the position.

Applying to Continuing Education Positions in VIP

Step 1 VISIT VIP

All Continuing Education positions are posted on VIP. We do not accept hard copy resumes.

To access VIP:

- Go to:
www.peelschools.org
- Click on Jobs
- Click on Application Process
- Click on Continuing Education Hiring

Step 2 LOGIN OR CREATE AN ACCOUNT

- If you already have a VIP account, login to review and update your resume.
- If you don't have a VIP account, click on REGISTER NOW and create an account
- DO NOT create multiple accounts on VIP – one account will allow you to apply to different positions.
- Be sure to include your Peel employee #, email address and the last 3 digits of your SIN in your personal information.

STEP 3 CREATE OR UPDATE AN ONLINE RESUME

- To ensure that your application can be viewed by those doing the hiring, you must indicate “Yes, I would like my resume to be searchable.” Your resume will then be Online.
- To do so, go to the Review tab, cursor down and make the change. Otherwise, it cannot be seen if it is Offline.

STEP 4 APPLY

- Select one position that you are qualified to apply to. Click on the job to review the posting and determine if you hold the required qualifications.
- If you wish to apply, you must click on the APPLY button.
- You can then search for another job and apply to that position.

IMPORTANT INFORMATION

- For current employees, you **MUST** enter your employee number, Peel email address, and the last 3 digits of your SIN.
- DO NOT create multiple accounts on VIP – one account will allow you to apply for different positions.
- All relevant academic qualifications and experience must be included.
- If you have multiple VIP accounts, please contact the Helpdesk at 905-890-1010, ext. 4357 to delete all but your most recent account.
- You must apply to each job individually.
- You can verify jobs to which you have applied by going to “My Job Application History”.
- If you “Unapply” to any posting your resume is no longer attached to that job posting.
- **TECHNICAL ISSUES:** For help contact the HELPDESK at 905-890-1010, ext. 4357.