



School Office Assistant

Job Code 4007982

Renfrew County District School Board

February 5, 2026

THE RENFREW COUNTY DISTRICT SCHOOL BOARD

requires the following

SCHOOL OFFICE ASSISTANT

SCHOOL: Mackenzie Community School, Deep River

SCHEDULE: Monday-Friday, 15 hours per week, 10 months per year

TERM: Permanent, Part-time

RATE: \$27.95-\$28.70 per hour (Group 5)

APPLICATION DEADLINE: February 11, 2026 at 12:00 p.m.

QUALIFICATIONS:

A minimum of Grade 12 graduation plus an additional post-secondary program of up to one year or equivalent in a related discipline. The applicant must comprehensively use software including student information system, spreadsheets, word processing and web based applications. Demonstrate integrity, initiative and enthusiasm in achieving results. Communicate effectively and concisely, both orally and in writing. The candidate must have the ability to deal professionally and effectively with staff, parents, students and the general public. Knowledge of the school on-line banking system would be an asset. Minimum of 3 to 6 months experience required.

DUTIES:

Under the direction of the Office Manager or designate, assist with the effective daily operation of the office by providing administrative and secretarial support to staff, and by assisting students, parents and the public. Respond to and direct inquiries, operate various office equipment, filing, typing, and other duties as assigned.

Applications from internal members of the bargaining unit will be considered first. Only candidates selected for interviews will be contacted. All other applicants are thanked for their interest.

All offers of employment are conditional upon receipt of a current vulnerable sector screening and educational qualifications acceptable to the District.

Please advise Human Resources (hrdept@rcdsb.on.ca) prior to the closing date if you require accommodation at any time throughout the application process so the appropriate arrangements can be made.

The Renfrew County District School Board is committed to equity, diversity and inclusion in our employment practices. For more information please visit the RCDSB Careers page.

Job Details

Job Code 4007982

Posting Date

February 05, 2026 11:35 AM EST/EDT

Closing Date

February 11, 2026 12:00 PM EST/EDT

Number of Openings 1

Job Type

Part Time

Job Category

ECE, EA and Support Staff

Salary

\$27.95-28.70 per hour (Group 5)

School/Location

Mackenzie Community School - Secondary

Mandatory Documents

Certificates & Diplomas