



Kelsey School Division

322 Edwards Avenue The Pas, MB R9A 1R4

Phone: (204) 623-6421 Fax (204) 623-7704

Position	Administrative Secretary 1/ Substitute Coordinator
Location:	Kelsey School Division Office
Start Date:	To be determined
Hours/Days/Months:	7.0 Hours/day. 5 days/week
Term of Employment	Permanent
Salary:	As per Division Office Agreement
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Until filled

EDUCATION AND EXPERIENCE:

- Minimum of three years secretarial experience
- Grade XII Graduate

QUALIFICATIONS:

- Ability to deal effectively and efficiently with the public, staff, and students
- Ability to maintain confidentiality
- Ability to operate computer programs utilized in the school division with accuracy and efficiency
- Ability to operate and perform minor troubleshooting of office equipment (including the public address system)
- Ability to act in emergencies
- Ability to type, perform word processing, and data entry accurately

DUTIES TO INCLUDE:

- Book substitutes for teachers and paraprofessionals.
- Compile and maintain accurate data for payroll and substitute availability.
- Communicate with staff via email, phone, radio, and messaging systems.
- Prepare reports and documentation related to substitute scheduling and policies.
- Research and maintain updated lists of qualified substitutes.
- Assist the Director of Maintenance as required
- Bus dispatch support
- Distribute notifications for delays, accidents, or closures.
- Other duties as assigned

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check)*

Please submit applications to:
Angie Quiring, Payroll & Benefits
Administrator/Human Resources
Email: hr_ksd@ksd.mb.ca
Kelsey School Division Administration Office
P.O. Box 4700, The Pas, MB R9A 1R4

JAN08/2026