



Northeastern  
Catholic District  
SCHOOL BOARD

A place where we all belong.

**UNIONIZED POSITION REPRESENTED BY CUPE LOCAL 4681-01**

## CASUAL SCHOOL SECRETARY

October 2, 2025

**COMPETITION # 25-147**

Bishop Belleau School, Moosonee

Effective immediately

Salary: \$27.42/hour

We are currently accepting applications from the position of Casual School Secretary. Interested applicants must forward a cover letter (quoting the Competition # and listing the community of interest), a resume highlighting education and experience, and the names of three professional references including current immediate supervisors to the undersigned no later than **October 8, 2025 @ 12 p.m.**

**Mélanie Bidal-Mainville, Manager of Human Resources**  
**Northeastern Catholic District School Board**  
[hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)

**We wish to thank all applicants, however,  
only those selected for an interview will be contacted.**

**We are an equal opportunity employer.**  
**Candidates requiring accommodation in accordance with the Ontario**  
***Human Rights Code* are asked to contact [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

Glenn Sheculski  
Chair of the Board

Tricia Stefanic Weltz  
Director of Education