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# School Support Clerk

[Share this page](#)**Reference number:** IAN18J-018087-000077**Selection process number:** 18-IAN-EA-BZ-ON-ESP-320131

Indigenous Services Canada - Federal Schools

Brantford (Ontario)

CR-04

Indeterminate, Specified Period, Acting

\$47,729 to \$51,518

For further information on the organization, please visit [Indigenous Services Canada - Federal Schools](#)**Closing date: 15 June 2018 - 23:59, Pacific Time****Who can apply:** Members of the following Employment Equity group: Aboriginal persons, who reside within a 40 km radius of Brantford, Ontario.

NOTE: This process is targeted to Aboriginal persons who will self-declare as an Aboriginal person. An Aboriginal person is a North American Indian or a member of a First Nation, Métis or Inuit. North American Indians or members of a First Nation include treaty, status or registered Indians, as well as non-status and non-registered Indians.

[\*\*Apply online\*\*](#)

## Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request special accommodation. All information received in relation to accommodation will be kept confidential.

#### Information on accommodation for persons with disabilities

Please take note that the Indigenous Services Canada (ISC) reserves the right to verify claims of Aboriginal affiliation. For appointment processes where the area of selection was limited to Aboriginal peoples or to members of designated employment equity groups that included Aboriginal peoples, the Aboriginal candidates proposed for appointment or appointed must complete and sign the Affirmation of Aboriginal Affiliation Form as a condition of appointment prior to or at the same time as the offer of appointment, even if they have already self-declared as an EE member when applying.

<https://www.canada.ca/en/public-service-commission/services/appointment-framework/employment-equity-diversity/affirmation-aboriginal-affiliation/affirmation-aboriginal-affiliation-form.html>

It is the responsibility of the candidate to clearly outline that they meet each of the criteria in the QUESTIONNAIRE, which is provided during the application process. Please note that it is not sufficient to only state that the requirement is met or to provide a listing of past or current responsibilities. Rather the candidate must provide concrete and detailed examples that illustrate how they meet the requirement. Failure to do so could result in the application being rejected from the process. The screening board cannot make any assumptions about your experience and will not contact candidates for additional or potentially missing information.

Please DO NOT send a cover letter. The screening questions replace the cover letter. We will NOT review cover letters.

Your resume may be used to validate the information provided in the screening questions.

## **Intent of the process**

This is an ANTICIPATORY process.

A pool of qualified candidates may be established and may be used to staff similar CR-04 positions with various linguistic profiles and/or requirements as well as tenures (Acting, Specified Period, and Indeterminate appointments) and/or the security clearance (reliability or secret), which may vary according to the position being staffed.

The pool could be used to offer acting appointments under exceptional circumstances in order to protect employee's indeterminate status.

**Positions to be filled:** Number to be determined

## **Information you must provide**

Your résumé.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

## **In order to be considered, your application must clearly explain how you meet the following (essential qualifications)**

### **EDUCATION:**

Successful completion of two years of secondary school or employer-approved alternatives (see Note 1).

### **NOTE:**

1. The employer-approved alternatives to two years of secondary school are:
  - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
  - An acceptable combination of education, training and/or experience.



Reliability

Detail oriented

Flexibility

Judgment

## **The following may be applied / assessed at a later date (may be needed for the job)**

### ASSET QUALIFICATIONS:

#### EDUCATION:

Successful completion of a post-secondary education.

Degree equivalency

#### EXPERIENCE:

Experience liaising and maintaining relationships with students, parents and colleagues.

Experience working across functional areas and working in a team environment.

Experiencing working with Indigenous communities.

Experience using teaching related information management systems such as Maplewood, EQAO data, Cardinal Basepoint etc

## **Conditions of employment**

Reliability Status security clearance

## **Other information**

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the targeted groups when you apply.



The client organization will accept applications ON-LINE ONLY.

All job applications must therefore be submitted through the Public Service Resourcing System. Following are some of the benefits associated with applying on-line:

Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time. Applicants can modify their application/resume at any time BEFORE the closing date indicated on the job advertisement.

Applicants can verify the status of their applications, at any time.

Applicants can be notified electronically of tests or interviews and results.

For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available when applying on-line.

To submit an application on-line, please select the button "Apply Online" below.

Persons with disabilities preventing them from applying on-line are asked to contact 1-800-645-5605.

PLEASE NOTE: For this selection process, our intention is to communicate with applicants by e-mail for screening/assessment purposes (including issuing screening results, and sending invitations for written tests and interviews).

Applicants who apply to this selection process must include in their application a valid e-mail address and make sure this address is functional at all times and accepts messages from unknown users. It is your responsibility to inform us at all times of any changes regarding your contact information.

A random or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

## Preference

Preference will be given to veterans and to Canadian citizens, in that order.

[Information on the preference to veterans](#)

**We thank all those who apply. Only those selected for further consideration will be contacted.**

## Contact information

**Sonia Dhillon, A/Human Resources Advisor**

[Sonia.Dhillon@canada.ca](mailto:Sonia.Dhillon@canada.ca)

## Apply online

**Date modified:**

2018-05-10