



Algoma District School Board

644 Albert St. East
Sault Ste. Marie
ON P6A 2K7
Telephone: (705) 945-7111
FAX: (705) 942-2540
www.adsb.on.ca

CHAIR
Elaine Johnston

VICE-CHAIR
Greg Bowman

DIRECTOR OF EDUCATION
Lucia Reece

Casual Clerical and Casual Library Technician - Wawa

The Algoma District School Board invites applications from qualified applicants for the position of Casual Clerical and Casual Library Technician in Wawa. Post Secondary Education is preferred from either an Office Administration program or Library Technician program.

The hourly rate of pay varies, based upon the assigned position, but ranges from \$26.36/hour to \$31.24/hour with 4% vacation pay for every hour worked

Successful candidates will have good communication skills, sensitivity to confidentiality, ability to relate to children and adults and work in a team environment. Knowledge of MS Office products is required. Preference will be given to applicants with experience within a clerical environment.

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board Hiring Policy. Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodation through the recruitment and selection process are available upon request. The successful candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca

Please forward your resume, cover letter and two references by 4:00 p.m. on February 6th, 2026 to:

Dan Swystun, Human Resources
Swystud2@adsb.on.ca