

	Position	Name	Present	Email	Cell Phone
EXECUTIVE	District President ( & Health & Safety Officer)	Brian Windross, TBU	✓	<a href="mailto:windross@live.com">windross@live.com</a>	519-374-9371
	First Vice-President	Leslie Hastie, PSSP	✓	<a href="mailto:leslie.d.hastie@gmail.com">leslie.d.hastie@gmail.com</a>	519-378-4561
	Second Vice-President	Krista McCormick, ESP	✓	<a href="mailto:krista.osstfd7@gmail.com">krista.osstfd7@gmail.com</a>	519-379-6302
	Third Vice-President	Samantha Watson, OT	x	<a href="mailto:d7otbu@gmail.com">d7otbu@gmail.com</a>	519-501-4359
	Fourth Vice-President (& Labour Council Liaison)	Kevin Smith, OPT	✓	<a href="mailto:kevin-optd7@live.ca">kevin-optd7@live.ca</a>	519-270-2892
	District Treasurer	Nancy McDonald, OT	✓	<a href="mailto:nancymac.osstf7@gmail.com">nancymac.osstf7@gmail.com</a>	519-477-9025
DISTRICT COUNCILLORS	Education Support Personnel (ESP)	Michelle Phillips	✓	<a href="mailto:michelle_phillips@rogers.com">michelle_phillips@rogers.com</a>	519-375-1711
		Sarah Traynor	✓	<a href="mailto:sarah.osstfd7@outlook.com">sarah.osstfd7@outlook.com</a>	519-387-5564
	Office Professionals and Technicians (OPT)	Jessica Falls	x	<a href="mailto:jess_falls@hotmail.com">jess_falls@hotmail.com</a>	519-831-0457
		Dawn Perry	x	<a href="mailto:dawnwendyperry@gmail.com">dawnwendyperry@gmail.com</a>	226-923-2993
	Occasional Teachers (OT)	Ian Burbidge	x	<a href="mailto:ianaburbidge@gmail.com">ianaburbidge@gmail.com</a>	519-501-1459
		vacant			
	Professional Student Services Personnel (PSSP)	Anna Fijol	x	<a href="mailto:annafijol@gmail.com">annafijol@gmail.com</a>	
		Corien Sinclair	✓	<a href="mailto:corien.sluis@hotmail.com">corien.sluis@hotmail.com</a>	
	Teachers' Bargaining Unit (TBU)	Kerrie Lynn Boys	x	<a href="mailto:kerrie712@hotmail.com">kerrie712@hotmail.com</a>	519-378-6114
		Owen Ferguson	✓	<a href="mailto:owe_fer1@yahoo.ca">owe_fer1@yahoo.ca</a>	226-668-8411
NON-VOTING OFFICERS	District Constitution Officer	Bonnie Cameron, TBU	✓	<a href="mailto:bonnielynncameron@hotmail.com">bonnielynncameron@hotmail.com</a>	519-374-4744
	District Educational Services Officer	Penny Huettlin, OPT	✓	<a href="mailto:osstfpenny@bmts.com">osstfpenny@bmts.com</a>	519-375-1857
	District Equity Officer	vacant			
	District Human Rights / Status of Women Officer	vacant			
	District Political Action Officer	Andrea Graham, ESP	✓	<a href="mailto:andrea.osstfd7@gmail.com">andrea.osstfd7@gmail.com</a>	519-379-0501

**Location:** Zoom

**In the Chair:** Brian Windross

**1. Call to Order:** 6:30 pm

**2. Indigenous Land Acknowledgement**

- a. The Chair read the Indigenous Land Acknowledgement.

**3. Anti-Harassment Statement & Anti-Harassment Officers**

- a. The Chair read the Anti-Harassment Statement.  
b. The Anti-Harassment Officers for this meeting are Leslie Hastie and Krista McCormick.

#### **4. Chair's Remarks**

#### **5. Action Items**

##### **MOTION**

BE IT RESOLVED THAT District Council moves into Executive Session to discuss a confidential matter.

Moved: Brian Windross

Seconded: Kevin Smith

**CARRIED**

##### **MOTION**

BE IT RESOLVED THAT District Council will rise and report from Executive Session. The Office Manager's position was discussed.

Moved: Bonnie Cameron

Seconded: Kevin Smith

**CARRIED**

##### **MOTION**

BE IT RESOLVED THAT District Council approves an increase to the Office Manager's hourly wage, from \$24.00/hr to \$24.50/hr, to be paid retroactively to September 6, 2022.

Moved: Brian Windross

Seconded: Penny Huettlin

**CARRIED**

##### **MOTION**

BE IT RESOLVED THAT District Council approves the job posting for Office Manager, as amended.

Moved: Leslie Hastie

Seconded: Kevin Smith

**CARRIED**

#### **6. Other Business**

- a. Support for CUPE Education Workers

#### **7. Adjournment: 8:09 pm**

- a. Next meeting: Thursday, November 24, 2022, via Zoom



ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION  
104 1<sup>st</sup> Avenue South, PO Box 57, Chesley, Ontario N0G 1L0

### **OFFICE MANAGER POSITION**

The Ontario Secondary School Teachers' Federation invites applications for the position of **Office Manager** in our District Office located in Chesley, Ontario.

#### **PART I – POSITION SUMMARY**

The Office Manager is responsible for answering phones, liaising with visitors, and performing assigned clerical support duties for the Presidents and Officers of the District and the Bargaining Units all in accordance with the policies of OSSTF/FEESO and applicable legislation.

#### **DUTIES AND RESPONSIBILITIES** (not listed in order of priority):

1. Respond to telephone calls, direct messages, and visitors, providing information, assistance, or referral to the appropriate department or person.
2. Provide clerical support to the elected members, including the Presidents and Officers of the District and the Bargaining Units with duties including, but not limited to, filing, typing, photocopying, collating, faxing, labelling, and dispatching of electronic mail.
3. Provide general information to OSSTF/FEESO members.
4. Maintain and prepare reports from manual or electronic files, inventories, mailing lists, and databases.
5. Process incoming and outgoing mail, documents, and faxes, manually or electronically.
6. Sort, process, and verify applications, receipts, forms, and other documents.
7. Reconcile and maintain bank statements and petty cash system.
8. Prepare financial reports such as budgets and income statements.
9. Assist the district treasurer with WSIB payments.
10. Coordinate the purchase of supplies and maintenance of office equipment as required.
11. Coordinate and schedule meetings and conferences within the District.
12. Ensure compliance with provincial and OSSTF/FEESO occupational health and safety legislation, regulations, policies, and procedures.
13. Ensure confidentiality is maintained in accordance with the Freedom of Information and Protection of Privacy Act, or other related and applicable legislation.
14. Perform light housekeeping duties, including sweeping, mopping, cleaning bathrooms.
15. Attend meetings during and after business hours, as required.
16. Perform other duties as assigned by the five local bargaining unit executives.

## PART II – POSITION REQUIREMENTS

### EDUCATION AND EXPERIENCE

- One year of recent verifiable office administration experience and a Grade 12 Secondary School Diploma.
- Office/clerical and/or secretarial courses at the college level would be an asset.
- Knowledge of basic accounting practices would be an asset.
- Working knowledge of Gmail, Outlook, Word, Excel, Quickbooks, and Adobe would be an asset.
- Ability to communicate in a sensitive and courteous manner with members, office staff, stakeholders, and the general public.
- Excellent interpersonal and public relation skills are required, involving common sense, tact, courtesy, and integrity, both in person and by telephone.
- Strong organizational skills.
- Requires close attention to detail and accuracy.
- Understanding of and commitment to confidentiality.
- On-the-job training will be provided for up to 12 working days, with ongoing training and professional development provided.

### COMPENSATION AND WORKING CONDITIONS

- This is a ten-month position that follows the annual school-year calendar.
- The Office Manager shall be employed on school days, including Professional Development and Professional Activity days, and laid off during Christmas break, March break, and summer (July and August).
- All statutory holidays and other observances as required by law will be granted.
- The typical work week shall be Monday through Thursday, working 6 hours and 45 minutes per day, from 9:15 am to 4:00 pm. This shall include a 15-minute paid break each morning and afternoon, and a 30-minute unpaid lunch.
- Where the presence of the Office Manager is required for meetings beginning after the normal work day, the office hours shall be 1:00 pm to 4:00 pm. The balance of the remaining work hours will consist of the scheduled meeting (typically beginning at 5:00 pm). For each meeting, dinner will be provided and mileage will be paid.
- The hourly rate shall be within the range of \$22.75 to \$23.75 during the 6-month probation period.
- The Office Manager shall be provided with 6 paid sick days or personal days annually, not to be cumulative, to be taken in either half-day or full-day increments.
- **Duties to commence on December 5, 2022.**

### APPLICATION REQUIREMENTS

Please submit your résumé and covering letter to:

Brian Windross, District President  
OSSTF District 7 Bluewater  
Email: [windross@live.com](mailto:windross@live.com)

Please quote “**Office Manager Position**” in the subject line.

**The deadline for receiving applications is 4:00 p.m. on Thursday, November 10, 2022.**

*OSSTF District 7 Bluewater represents over 1,000 employees of the Bluewater District School Board in the counties of Bruce and Grey. These members are represented by five bargaining units and connected by District Council. We are committed to protecting and enhancing public education. A strong public education system is necessary for a diverse, open, and prosperous society. OSSTF is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of First Nations, Métis, and Inuit and equity-seeking groups. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation at any point during the recruitment process, please advise the District President where possible, in advance.*