

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**

**CUPE LOCAL 2026 JOB POSTING**

**This posted position is available to CUPE Local 2026 Employees**

For the posting period of March 20 – March 26, 2008

The following position is available: Please scroll down to view the details of the position:

1. 2026-08-07 - Adult & Continuing Education – General Interest, Brian J. Fleming – Adult Learning Centre, full year, 12 month, 1.0 FTE

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Posting Period: March 20 - 26, 2008

Posting Number: 2026-08-07

Position: Adult & Continuing Education – General Interest

Location: Brian J. Fleming – Adult Learning Centre

Level: 7

Position Type: 12 month

Hours:\* \*Hours listed are current, but may be subject to change  
8:30 A.M. – 4:30 P.M. ( 100 % FTE )

Date Required ASAP

**Position Summary:** Under the direction of the Principal of Adult & Continuing Education is responsible for working on and coordinating jobs/tasks related to specific continuing education initiatives and management of these programs. Front line person in dealing with elementary and secondary schools and community. Provides assistance in the daily operations of the Adult & Continuing Education Department. Responsible for maintaining budgets for various programs. The secretary has responsibility for elementary summer school, general interest programs, remedial and family literacy/numeracy programs, and the Brian J. Fleming Adult Learning Centre programs.

**Qualifications:**

The basic qualifications for these positions include:

- Secondary School Graduation Diploma
- Minimum 3 years Administrative assistant and/or school related experience
- Microcomputer experience
- Budget/Purchasing experience
- Minimum net typing speed of 40 wpm

And

- Evidence from previous work history of satisfactory attendance and punctuality.

**Positions that are of interest to you may be applied for by submitting an up to date resume by 4:30 p.m. on the closing date of the posting, as indicated above. Resumes may also be submitted via e-mail to the JOBS mailbox, please indicate the Job Posting Number on the subject line of the e-mail. The address of the jobs mailbox is [jobs@dpcdsb.org](mailto:jobs@dpcdsb.org) A full job description is available by contacting the Personnel Coordinator, Brenda Spehar at 905-890-0708 ext. 24367. In addition to any job postings that are listed here, other positions may be available that are now in the external hiring process. For details, please contact the Personnel Coordinator at ext. 24367.**

Link to the jobs mailbox : [jobs@dpcdsb.org](mailto:jobs@dpcdsb.org)