



HUMAN RESOURCES

Specialist, Attendance Support

Exempt Level 3: \$87,762- \$105,316

Vision

The Toronto Catholic District School Board (TCDSB) is proud to be a significant part of the fabric of publicly funded Catholic education in the province of Ontario. We serve approximately 84,000 students in nearly 200 Catholic schools in the City of Toronto and represent close to 475,000 Catholic school supporters. At the TCDSB, we grow in knowledge, with justice and hope. The TCDSB is an inclusive Catholic learning community that nurtures faith development and academic excellence through the love of God, neighbor, and self.

We fully engage students in learning that supports their academic, spiritual, socio-emotional, and physical growth and development. At TCDSB, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community. The Ontario Catholic School Graduate Expectations our Catholic values, and the Board's Pastoral Plans are foundational to our exemplary approach to teaching and learning in the 21st Century.

With a staff of 14,000, the TCDSB is a dynamic school board and is seeking a permanent position for **Specialist, Attendance Support** within the **Human Resources** department.

All interested applicants are welcome to apply. We are an inclusive employer.

KEY ACCOUNTABILITIES:

Reporting to and under the direction of the Manager, HR Inquiries and support, this position plays an active role in the day-to-day functions of the Board's Human Resources Operations community of expertise—specifically in the areas of Attendance Support and Management Inquiries. In addition, the role provides support to the senior HR management team on current and future projects and initiatives aligned with the department's goals and priorities.

- Act as subject-matter expert in the Board's attendance support program
- Offer first level support to business leaders and triage non-complex management inquiries
- Support a culture of well-being that promotes regular attendance at work by developing innovative strategies to address absenteeism challenges that positively impact attendance
- Support and coach employees on strategies to improve and maintain positive attendance, including the promotion of the Board's EFAP and wellness resources
- Coach and mentor business leaders regarding attendance support



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- Lead attendance support meetings as required
- Oversee administration of attendance processes and recommend improvements
- Handle sensitive, confidential information in line with relevant legislation
- Monitor, analyze, track and identify trends of absenteeism through attendance data
- Producing statistical and analytical reports on absence occurrence for all employee groups
- Perform other duties as assigned or required to support the HR Operations community of expertise within the Human Resources department

REQUIREMENTS:

- Minimum of three (3) years College diploma in Human Resources or related field or an equivalent combination of education and experience
- Minimum of two (2) years human resources or related experience in a similar level position capacity, ideally in a diverse, unionized, educational or public sector environment
- Relevant professional designation is an asset (CHRP/CHRL)
- Strong knowledge of HR systems and HR technologies
- Sound knowledge of W.S.I.A., O.H.S.A., Human Rights Code, Ontarians with Disabilities Act, as well as employment and other related legislation
- Familiarity with Parklane software an asset
- Excellent interpersonal skills, along with effective written and verbal communication skills
- Excellent problem-solving, analytical, organizational and time management skills ~~required~~
- Advanced computer skills in MS Office Suite
- Demonstrated ability to manage multiple priorities in a fast-paced environment

Who We Are

Our mission at TCDSB is to inspire learning – in every way – and support our students and employees.

Employees who work in our corporate setting are passionate and have a strong belief in our mission and making TCDSB a leader in public education. We are:

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

The TCDSB is committed to providing barrier-free and accessible employment practices in compliance with Accessibility for Ontarians with Disabilities Act (AODA). Should you require code-



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protected accommodation through any stage of the recruitment process, please let us know when contacted. We will work with you to meet your needs. Disability-related accommodation during the application process is available upon request. Learn more about the TCDSB Fair Hiring Policies and Accommodation Process. <https://5il.co/1dkld>

Our hybrid work model balances working from home and meaningful in-person interaction at our Catholic Education Centre located at 80 Sheppard Ave, E, Toronto, ON.

All interested applicants are asked to apply online no later than **Tuesday, October 21, 2025** via Apply To Education:

https://network.applytoeducation.com/Employer/JobPosting/ReviewJob.aspx?job_posting_id=3a835afd-50a4-4226-81a3-8a3c3bb2f191.

We thank all prospective applicants for showing interest in this position; only those selected for an interview will be contacted.

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#TCDSBcareers