CUPE CLERICAL POSTING #21/22-2 **PLEASE POST**

COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Tuesday, September 7, 2021

The following REGULAR positions are available:

COMPETITION: #1
CAREERS CLERK
POSITION: FKSS-3

Site:	**FRANCES KELSEY SECONDARY**
Job:	Job Description #18 – Pay Level 8
Schedule:	35 hours per week (8:30am-3:30pm) – 10 months
Term:	Effective September 20, 2021

COMPETITION: #2
SECRETARY
POSITION: SSS-1

Site:	**INCLUSIVE EDUCATION SUPPORT**
Job:	Job Description #37 – Pay Level 11
Schedule:	35 hours per week (7:30am-3:00pm) – 10 months
Term:	Effective September 20, 2021

COMPETITION: #3
RECEPTIONIST/
BOOKING CLERK
POSITION: SLS-2

Site:	**DISTRICT RESOURCE CENTRE**
Job:	Job Description #16 – Pay Level 9
Schedule:	35 hours per week (8:30am-4:30pm) – 10 months
Term:	Effective September 20, 2021

COMPETITION: #4
SECRETARY I
POSITION: BEN-2/DISC-2

Site:	**BENCH ELEMENTARY/DISCOVERY ELEMENTARY**
Job:	Job Description #27 – Pay Level 7
Schedule:	20 hours per week (9:30am-1:30pm) – 10 months Monday and Tuesday at Discovery Wednesdays – alternating sites Thursday and Friday at Bench
Term:	Effective September 20, 2021

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The following TEMPORARY positions are available:

COMPETITION: #5

SYSTEM SUPPORT SPECIALIST I	Site:	**DISTRICT RESOUCE CENTRE**
	Job:	Job Description #74 – Pay Level 15
POSITION: DRC-3	Schedule:	40 hours per week (8:00am – 5:00pm) – 12 months
	Term:	Effective September 20, 2021 to June 25, 2022, or return of the incumbent, whichever occurs first.
	Note:	Under Joint Job Evaluation Review

COMPETITION: #6

COUNSELING CLERK/ CAREERS CLERK	Site:	**OPEN LEARNING**
	Job:	Job Description #20/18 – Pay Level 9/8
POSITION: COL-2	Schedule:	35 hours per week (8:00am – 3:30pm) – 10 months
	Term:	Effective September 20, 2021 to June 25, 2022, or return of the incumbent, whichever occurs first.

COMPETITION: #7

CAREERS CLERK	Site:	**LAKE COWICHAN SCHOOL**
POSITION: LCS-2	Job:	Job Description #18 – Pay Level 8
	Schedule:	20 hours per week (9:00am – 1:00pm) – 10 months
	Term:	Effective September 20, 2021 to June 25, 2022, or return of the incumbent, whichever occurs first.

Application forms are available on the School District Website (www.sd79.bc.ca). All forms must be completed in full. Submit applications to the School Board Office Receptionist by email: sboreceptionist@sd79.bc.ca, please confirm it has been received. You can also take a picture with your phone and send it to the above email address. If you have any difficulty, please contact Stacey at hrcupeusw@sd79.bc.ca or leave her a voicemail at 250-748-0321ext. 279.

APPLICATIONS MUST BE RECEIVED BY NOON TUESDAY, SEPTEMBER 14, 2021

Please contact HR at 748-0321 ext. 279 for any inquiries.

Vanessa A. Lysne
Human Resources Manager