



COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Friday, June 10, 2022

The following REGULAR positions are available:

COMPETITION: #1
ADMINISTRATIVE
SECRETARY
POSITION: OPS-2

Site: **SCHOOL BOARD OFFICE ~ OPERATIONS**
Job: Job Description #25 – Pay Level 11
Schedule: 35 hours per week (7:30am-3:30pm) – 12 months
Term: Effective: August 2, 2022.

COMPETITION: #2
SECRETARY II
POSITION# DISC-1

Site: **DISCOVERY ELEMENTARY SCHOOL**
Job: Job Description #39 – Pay Level 12
Schedule: 35 hours per week (7:45am-3:15pm) – 10 months
Term: Effective: September 6, 2022.

COMPETITION: #3
COUNSELLING CLERK
POSITION# QUAM-2

Site: **QUAMICHAN SCHOOL**
Job: Job Description #20 – Pay Level 9
Schedule: 35 hours per week (7:30am-3:00pm) – 10 months
Term: Effective: September 6, 2022.

COMPETITION: #4
LIBRARY ASSISTANT
POSITION: FKDRC-1

Sites: **FRANCES KELSEY SCHOOL & DISTRICT RESOURCE CENTRE**
Job: Job Description #15 – Pay Level 9
Schedule: 35 hours per week – 10 months
FKSS – Mon, Wed & Fri – 8:30am-4:00pm
DRC – Tues & Thurs – 8:30am-4:00pm
Term: Effective September 6, 2022.
Note: Completion of **Fundamentals of Cataloging** course required by winter break. Fee paid by the District.
www.ala.org/core/fundamentals-cataloging

COMPETITION: #5
SECRETARY
POSITION: CSS-8

Site: **COWICHAN SECONDARY – International Student Program**
Job: Job Description #61 – Pay Level 10
Schedule: 20 hours per week (10:00am-2:00pm) – 10 months
Term: Effective September 6, 2022.
Note: Possibility of occasional extra hours during busy times of year.

The following TEMPORARY positions are available:

COMPETITION: #6
COUNSELLING CLERK
POSITION: LCS-3

Site: **LAKE COWICHAN SCHOOL**
Job: Job Description #20 – Pay Level 9
Schedule: 30 hours per week (9:30am-4:00pm) – 10 months
Term: Effective September 6, 2022 to Friday, June 30, 2023 or return of the incumbent, whichever occurs first.
Note: This position is designate to LCS Sec III, Head Secretary.

COMPETITION: #7
SECRETARY II
POSITION: AAK-1

Site: **ALEX AITKEN ELEMENTARY**
Job: Job Description #39 – Pay Level 12
Schedule: 35 hours per week (7:45am-3:15pm) – 10 months
Term: Effective September 6, 2022 to June 30, 2023, or return of the incumbent, whichever occurs first.
Estimated duration September 6, 2022 – December 16, 2022.

APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
BY **10:00AM**, FRIDAY, JUNE 17, 2022.

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. If you have any difficulty, please contact Ashley at hrcupeusw@sd79.bc.ca or leave a voicemail at 250-748-0321ext. 279.



Vanessa A. Lysne
Human Resources Manager