



COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Tuesday, September 6, 2022.

The following **REGULAR** positions are available:

COMPETITION: #1
SECRETARY 3
POSITION: CHSS-1

Site: CHEMAINUS SECONDARY SCHOOL
Job: Job Description #40 – Pay Level 12
Schedule: 35 hours per week (8:00am-3:30pm) – 12 months
Term: Effective September 19, 2022.

COMPETITION: #2
POSITION# OPS-3

Site: SCHOOL BOARD OFFICE ~ OPERATIONS
Title: Rentals/Health & Safety Secretary
Job: Job Description #71 – Pay Level 9
Schedule: 35 hours per week (8:00am-4:00pm) – 10 months
Term: Effective September 19, 2022.
Note: Back-up to OPS-2, Admin Sec

COMPETITION: #3
CAREERS CLERK
POSITION# LCS-2

Site: LAKE COWICHAN SCHOOL
Job: Job Description #18 – Pay Level 8
Schedule: 20 hours per week (9:00am–1:00pm) – 10 months
Term: Effective September 19, 2022.

COMPETITION: #4
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 19, 2022.

COMPETITION: #5
COUNSELLING CLERK
POSITION: DL-2

Site: OPEN LEARNING
Job: Job Description #18 – Pay Level 9
Schedule: 35 hours per week (8:00am – 3:30pm) – 10 months
Term: Effective September 19, 2022.

COMPETITION: #6
SECRETARY 1
POSITION: SSS/DRC-1

Site: NEW - LEARNING SERVICES/ INCLUSIVE EDUCATION SUPPORT
Job: Job Description #27 – Pay Level 7
Schedule: 35 hours per week (8:30am-4:30pm) – 10 months
Term: Effective September 19, 2022.

The following TEMPORARY positions are available:

COMPETITION: #7
SECRETARY I
POSITION: QUAM-3

Site: **QUAMICHAN SCHOOL**
Job: Job Description #27 – Pay Level 7
Schedule: 35 hours per week (8:30am – 4:00pm) – 10 months
Term: Effective September 19, 2022 to June 30, 2023, or return of the incumbent, whichever occurs first.

COMPETITION: #8
COUNSELLINGCLERK/
CAREERS CLERK
POSITION: CHSS-2

Site: **CHEMAINUS SECONDARY SCHOOL**
Job: Job Description #18 & #20 – Pay Level 8 & 9
Schedule: 35 hours per week (8:00am – 3:30pm) – 10 months
(3 hours Careers/ 4 hours Counselling)
Term: Effective September 19, 2022 to June 30, 2023, or return of the incumbent, whichever occurs first.

COMPETITION: #9
SECRETARY I
POSITION: DISC-2/ BEN-2

Site: **DISCOVERY ELEMENTARY / BENCH ELEMENTARY**
Job: Job Description #27 – Pay Level 7
Schedule: 20 hours per week (9:30am-1:30pm) – 10 months
Monday and Tuesday - Discovery
Wednesdays – alternating DISC or BEN
Thursday and Friday - Bench
Term: Effective September 19, 2022 to June 30, 2023, or return of the incumbent, whichever occurs first.
Note: Designate to Secretary II position at both sites.

APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
BY **10:00AM**, TUESDAY, SEPTEMBER 13, 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