



**COWICHAN VALLEY**  
School District

**CUPE CLERICAL POSTINGS**

**TO:** ALL CUPE MEMBERS  
**FROM:** Vanessa A. Lysne, Human Resources Manager  
**DATE:** Thursday, September 22, 2022.

**The following REGULAR positions are available:**

**COMPETITION: #1**  
SECRETARY I  
POSITION# CSS-7  
Site: **COWICHAN SECONDARY SCHOOL**  
Job: Job Description #27 – Pay Level 7  
Schedule: 30 hours per week (8:30am-3:30pm) – 10 months  
Term: Effective October 3, 2022.

**COMPETITION: #2**  
COUNSELLING CLERK  
POSITION# CSS-5  
Site: **COWICHAN SECONDARY SCHOOL**  
Job: Job Description #20 – Pay Level 9  
Schedule: 35 hours per week (8:00am-4:00pm) – 12 months  
Term: Effective October 3, 2022.

**COMPETITION: #3**  
LIBRARY ASSISTANT  
POSITION# CSS-2  
Site: **COWICHAN SECONDARY SCHOOL**  
Job: Job Description #15 – Pay Level 9  
Schedule: 20 hours per week (9:00am-1:00pm) – 10 months  
Term: Effective October 3, 2022.

**COMPETITION: #4**  
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 October 3, 2022.

**The following TEMPORARY positions are available:**

**COMPETITION: #5**  
SECRETARY 3  
POSITION: QUAM-1  
Site: **QUAMICHAN SCHOOL**  
Job: Job Description #40 – Pay Level 12  
Schedule: 35 hours per week (8:00am-3:30pm) – 10 months  
Term: Effective October 3, 2022 to Friday, June 30, 2023 or return of the incumbent, whichever occurs first.

## CUPE CLERICAL POSTING #22/23-4

## PLEASE POST

**COMPETITION: #6**  
SECRETARY  
POSITION: SSS-2

Site: **INCLUSIVE EDUCATION SUPPORT**  
Job: Job Description #41 – Pay Level 8  
Schedule: 35 hours per week (8:00am-4:00pm) – 10 months  
Term: Effective October 3, 2022 to Friday, June 30, 2023 or return of the incumbent, whichever occurs first.

**COMPETITION: #7**  
CAREERS CLERK  
POSITION: CSS-3

Site: **COWICHAN SECONDARY SCHOOL**  
Job: Job Description #18 – Pay Level 8  
Schedule: 32.5 hours per week (8:30am – 3:30pm) – 10 months  
Term: Effective October 3, 2022 to Friday, June 30, 2023 or return of the incumbent, whichever occurs first.

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE  
BY 10:00AM, THURSDAY, SEPTEMBER 29, 2022.**

Application forms are available on the School District Website ([www.sd79.bc.ca](http://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](mailto:sboreceptionist@sd79.bc.ca), please confirm it has been received. If you have any difficulty, please contact Ashley at [hrcupeusw@sd79.bc.ca](mailto:hrcupeusw@sd79.bc.ca) or leave a voicemail at 250-748-0321ext. 279.



Vanessa A. Lysne  
Human Resources Manager