



COWICHAN VALLEY

School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Friday, October 14, 2022.

The following **REGULAR** position is available:

COMPETITION: #1
 SECRETARY I
 POSITION: EMPDR-1

Sites: **ECOLE MOUNT PREVOST/ DRINKWATER ELEMENTARY SCHOOL**
 Job: Job Description #27 – Pay Level 7
 Schedule: 20 hours per week (8:30am – 12:30pm) – 10 months
 Monday and Tuesday – Ecole Mount Prevost School
 Thursday and Friday – Drinkwater Elementary School
 Wednesdays – Alternating EMTP or DRK
 Term: Effective October 24, 2022.
 Note: Designate to Secretary II position at both sites.

Please note the **TEMPORARY** Position below has been rescinded:

COMPETITION: #2
 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 October 24, 2022 to March 10, 2023, or return of the incumbent, whichever occurs first.
 Note: Possibility of occasional extra hours during busy times of year.

APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
 BY **10:00AM**, FRIDAY, OCTOBER 21, 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 250-748-0321 ext. 279.

Vanessa A. Lysne
 Human Resources Manager