



COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Wednesday, November 2, 2022.

The following REGULAR position is available:

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|------------------------|-----------|---|
| COMPETITION: #1 | Site: | LAKE COWICHAN SCHOOL |
| CAREERS CLERK | Job: | Job Description #18 – Pay Level 8 |
| POSITION# LCS-2 | Schedule: | 20 hours per week (9:00am–1:00pm) – 10 months |
| | Term: | Effective November 14, 2022. |

The following TEMPORARY positions are available:

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|------------------------------------|-----------|--|
| COMPETITION: #2 | Site: | OPEN LEARNING |
| COUNSELING CLERK/ CAREERS CLERK | Job: | Job Description #20/18 – Pay Level 9/8 |
| POSITION: COL-2 | Schedule: | 35 hours per week (8:00am – 3:30pm) – 10 months 2 hr/day – Careers Clerk, 5 hr/day – Counseling Clerk |
| | Term: | Effective November 14, 2022 to June 30, 2023, or return of the incumbent, whichever occurs first. |

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|------------------------|-----------|---|
| COMPETITION: #3 | Site: | COWICHAN SECONDARY SCHOOL |
| COUNSELLING CLERK | Job: | Job Description #20 – Pay Level 9 |
| POSITION# CSS-5 | Schedule: | 35 hours per week (8:00am-4:00pm) – 12 months |
| | Term: | Effective November 25, 2022 to June 30, 2022, or return of the incumbent, whichever occurs first. |

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
BY 10:00AM, WEDNESDAY, NOVEMBER 9, 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 Manag