



COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

AMENDMENT

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Monday, December 5, 2022.

Amended start date as noted:

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 January 3, 2023** to June 30, 2023 or return of the incumbent, whichever occurs first.

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
BY 10:00AM, THURSDAY, DECEMBER 8, 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