



COWICHAN VALLEY

School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Thursday, December 1, 2022.

The following TEMPORARY positions are available:

COMPETITION: #1

LIBRARY ASSISTANT
 POSITION: FKDRC-1

Sites: FRANCES KELSEY SCHOOL & DISTRICT RESOURCE CENTRE
Job: Job Description #15 – Pay Level 9
Schedule: 35 hours per week – 10 months
FKSS – Mon, Wed & Fri – 8:30am-4:00pm
DRC – Tues & Thurs – 8:30am-4:00pm
Term: Effective December 12, 2022 to June 30, 2023 or return of the incumbent, whichever occurs first.
Note: Completion of **Fundamentals of Cataloging** course required by January 2023. Fee paid by the District.
www.ala.org/core/fundamentals-cataloging

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 December 12, 2022 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 250-748-0321 ext. 279.