



**COWICHAN VALLEY**  
School District

**CUPE CLERICAL POSTINGS**

**TO:** ALL CUPE MEMBERS  
**FROM:** Vanessa A. Lysne, Human Resources Manager  
**DATE:** Wednesday, January 25, 2023.

**The following REGULAR positions are available:**

<b>COMPETITION: #1</b> SECRETARY 3 POSITION: LCS-1	<b>Site:</b> <b>Job:</b> <b>Schedule:</b> <b>Term:</b>	<b>LAKE COWICHAN SCHOOL</b> Job Description #40 – Pay Level 12 35 hours per week (7:30am-3:00pm) – 12 months Effective February 6, 2023
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<b>COMPETITION: #2</b> POSITION: SSS/DRC-1	<b>Site:</b> <b>Job:</b> <b>Schedule:</b> <b>Term:</b>	<b>SECRETARY, LEARNING SERVICES</b> Job Description #41 – Pay Level 8 35 hours per week (8:00am-4:00pm) – 10 months Effective February 6, 2023.
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**The following TEMPORARY positions are available:**

<b>COMPETITION: #3</b> COUNSELLING CLERK/ CAREERS CLERK POSITION# CHSS-2	<b>Site:</b> <b>Job:</b> <b>Schedule:</b> <b>Term:</b>	<b>CHEMAINUS SECONDARY SCHOOL</b> Job Description #18 & 20 – Pay Level 8 & 9 35 hours per week 8:00am–3:30pm – 10 months (3 hours Careers/ 4 hours Counselling) Effective February 6, 2023 or the return of the incumbent, whichever occurs first.
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<b>COMPETITION: #5</b> CAREERS CLERK POSITION# LCS-2	<b>Site:</b> <b>Job:</b> <b>Schedule:</b> <b>Term:</b>	<b>LAKE COWICHAN SCHOOL</b> Job Description #18 – Pay Level 8 20 hours per week (9:00am–1:00pm) – 10 months Effective February 6, 2023 to June 30, 2023 or return of the incumbent, whichever occurs first.
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APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE  
BY **10:00AM**, WEDNESDAY, FEBRUARY 1, 2023.

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