CUPE CLERICAL POSTING #22/23-10

PLEASE POST

COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Thursday, January 5, 2023.

The following REGULAR position is available:

COMPETITION: #1
COUNSELLING CLERK
POSITION# QUAM-2

Site:	**QUAMICHAN SCHOOL**
Job:	Job Description #20 – Pay Level 9
Schedule:	35 hours per week (7:30am–3:00pm) – 10 months
Term:	Effective: January 16, 2023.

The following TEMPORARY positions are available:

COMPETITION: #2
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 January 16, 2023 to June 30, 2023 or return of the incumbent, whichever occurs first.

COMPETITION: #3
SECRETARY 1
POSITION: BON-2

Site:	**GEORGE BONNER ELEMENTARY SCHOOL**
Job:	Job Description #27 – Pay Level 7
Schedule:	20 hours per week (8:30am – 12:30pm) – 10 months
Term:	Effective: January 16, 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, JANUARY 12, 2023.

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