



COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Thursday, March 2, 2023

The following REGULAR positions are available:

COMPETITION: #1
SECRETARY 2
POSITION: ALX-1

Site: ALEXANDER ELEMENTARY SCHOOL
Job: Job Description #39 – Pay Level 12
Schedule: 35 hours per week (8:00am-3:30pm) – 10 months
Term: Effective March 27, 2023

COMPETITION: #2
ACCOUNTING CLERK 1
POSITION: SBO-3

Site: SCHOOL BOARD OFFICE
Job: Job Description #70 – Pay Level 11
Schedule: 35 hours per week (8:00am-4:00pm) – 12 months
Term: Effective March 27, 2023
Note: **Please submit all certificates and details regarding your educational experience and with accounting processes and procedures. Job description attached.**

COMPETITION: #3
SECRETARY I
POSITION: DISC-2/ BEN-2

Site: DISCOVERY ELEMENTARY / BENCH ELEMENTARY
Job: Job Description #27 – Pay Level 7
Schedule: 20 hours per week (9:30am-1:30pm) – 10 months
Monday and Tuesday - Discovery
Wednesdays – alternating DISC or BEN
Thursday and Friday - Bench
Term: Effective March 27, 2023
Note: Designate to Secretary II position at both sites; after 3 months the position goes to post as a temp.

The following TEMPORARY position is available:

COMPETITION: #4
SECRETARY 2
POSITION: PAL-1

Site: **PALSSON ELEMENTARY SCHOOL**
Job: Job Description #39 – Pay Level 12
Schedule: 35 hours per week (8:00am-3:30pm) – 10 months
Term: Effective March 27, 2023 until June 30, 2023 or until the return of the incumbent whichever occurs first.

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
BY 10:00AM, THURSDAY, MARCH 9, 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