

Job Posting: Posting Detail

Posting: S18063 **Description:** School Secretary 1
Start Date: 04-Feb-2019 **End Date:** 12-Apr-2019
Closing Date: 31-Jan-2019

Position	Location	Category	Assignment Type	Hours	Rate of Pay
School Secretary 1	<u>Multiple Locations</u>		Temporary Posting	25.0000	23.3600

- **Hours: 25** per week (5 hours per day) while regular classes are in session, effective February 4 to April 12, 2019, or return of incumbent.
- **Additional Information:** Works sites are Monday & Wednesday at **North Oyster**, Tuesday at **Ladysmith Primary**, Thursday at **Cinnabar** and Friday at **Ladysmith intermediate**.
- **Wage Rate:** Level 6 as per the Classification and Wages Schedule of the current Collective Agreement.
- **Hours of Work:** To be arranged with **Supervisor**.
- **Probationary/Trial Period:** When applicable, there will be a three (3) month probationary/trial period.

Regular Employees Please Note: As per Article 16.09 of the CUPE Local 606 Collective Agreement "Providing they are qualified, regular employees may be temporarily appointed with their consent, to a position for a specified term not to exceed (8) continuous months. Upon completion of the temporary assignment the employee shall return to his/her regular position with no loss of seniority. In making temporary appointments the senior qualified employee will be selected on the basis of the skill, knowledge and ability required for the position. The Employer agrees to consult with the Union with respect to the manner in which regular employees will be notified that specific positions are available."

Please refer to the Job Description on the SD website:

http://www.sd68.bc.ca/edocuments/Human_Resources/support_/jobdescriptions_/default.htm

APPLICANTS - PLEASE NOTE: It is YOUR responsibility to:

- Ensure that all relevant information that you wish to be considered (e.g. resume, letters of reference, current proof of keyboarding skills, etc.) is emailed to HRSUPPORT@SD68.BC.CA or dropped off at DAC prior to posting closing date.
- Ensure you have received an electronic confirmation number if applying ON-LINE.
- Ensure that your application form HR-APP-002 (available on-line) is received and date-stamped by Human Resources Department, if submitting a hard copy.
- Submit a separate application form for EACH posting and note the posting number.

Testing may be required in order to determine that an applicant meets the posted qualifications. Only applicants appointed will be individually notified of posting results. The name of the successful applicant will be published on the Competitions Results notice. This is an internal posting available only to members of CUPE Local 606.

