Please Post (Do not remove until closing date has passed)

JOB POSTING

School District No. 22 (Vernon)

NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

POSITION **School Secretary A – Reception - Bilingual**

ASSIGNMENT **Beairsto Elementary**
35 hours per week, 10 month position
Temporary until June 25, 2026

Required Education and Experience:

- Grade 12 plus three months of basic computer education
- Six months of recent successful experience in the secretarial field
- Keyboarding 40 wpm

Required Knowledge, Skills and Abilities:

- Proven ability to communication effectively, both orally and in writing, with students, staff and others.
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Ability to maintain confidentiality.

WAGE: PG4

SHIFT: School Clerical Employees

The above position is/will be vacant ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than March 12, 2026 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Applicants must demonstrate that they meet the education, experience, knowledge, skill and ability requirements for this position. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

March 6, 2026

Copy to: All Schools, Transportation Services, School Board Office, Maintenance Services, Successful Applicant File, CUPE

Note: complete job description available on website: www.sd22.bc.ca under the District menu

While all applicants will be considered, preference will be given to qualified applicants who self-declare Indigenous ancestry.

NOTICE NO. 37

CLK120