



School District No. 22 (Vernon)
NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

POSITION **Library Assistant (17 hrs)**
 School Secretary A (3 hrs)

ASSIGNMENT **Mission Hill Elementary**
 20 hours per week, 10 month position
 Monday to Friday
 Temporary until January 4, 2027 or return on incumbent

REQUIRED KNOWLEDGE AND EXPERIENCE:

- Grade 12
- Keyboarding 40 wpm.
- Six months of recent successful experience in the secretarial position, including working with computerized student information systems

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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

WAGE: PG 2 (17 hrs) & PG4 (3 hrs)

The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than September 14, 2026 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

September 8, 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

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