



May 15th, 2025

2024 – 2025 CUPE Posting

To apply please email Hannah Fletcher: hfletcher@sd70.bc.ca. Applications will be accepted in priority order until **Friday, May 23rd, 2025, at 1:00 pm** for the following positions:

C 2025	Hrs/ Wk	#	Position	Location	Rate	Duration	Start Date M-D-Y	End Date M-D-Y	Reason / Replacing/ Qualifications
95	39.50	1	Custodian	Board Office / Bus Garage / John Howitt Elementary (Kindergarten/Gym)	\$31.29	Temporary *TROE	05-26-2025	06-30-2025	C. Goode
96	20.0	1	Dispatcher	Board Office	\$35.62	Regular Continuing (10 mth)	06-10-2025		
97	21.25 (Flexible schedule within hours)	1	District Secretary	Board Office	\$30.53	Regular Continuing (10 mth)	09-02-2025		Please See Job Description Below

* Please Note: Letter of Understanding states that an employee wishing to return before the posted end date must give two weeks' notice of return date.
TROE = Till Return of Employee or end date whichever is first.

Awarded

C 2025	Hrs/ Wk	#	Position	Location	Rate	Duration	Start Date M-D-Y	End Date M-D-Y	Reason / Replacing/ Qualifications
92	39.50	1	Driver / Custodian	Transportation / Alberni District Secondary School Student Commons	\$34.75	Regular Continuing (10 mth)	06-20-2025		P. Pharand
93	37.50	1	Senior Information Technology Specialist	Maintenance	\$43.06	Regular Continuing	TBD		Pending
94	39.50	1	Grounds	Maintenance	\$32.05	Temporary *TROE	05-16-2025	06-30-2025	C. Goode

**PACIFIC RIM SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	District Secretary
SECTION:	Clerical
REPORTS TO:	District Administrators
DATE:	May 2025

SUMMARY

Under the direction of District Management Staff perform office administrative duties to support District programs (eg. Inclusive Education, Indigenous Education, Early Learning, Learning and Innovation)

DUTIES

1. Compose routine correspondence, create spreadsheets as well as type reports and documents. Coordinate training and other events.
2. Collects information and statistics on students and programs; sets-up and updates student files, maintains student tracking information, etc.
3. Receives, updates, maintains, archives and destroys (when appropriate) confidential Student Confidential file information.
4. Maintain accounting records, monitor expenditures, and purchasing transactions as assigned
5. Coordinates meetings, parent conferences, performances, workshops, travel agendas, etc. for staff.
6. Photocopies, scans, develops various documents and binders
7. Compose, type and manage routine correspondence which could include those of confidential matter.
8. Order supplies as requested.
9. Operate and troubleshoot office equipment
10. Schedule and communicate meeting times, locations and other logistics
11. Helps create, publish and distribute communications
12. Assist in maintaining websites and share point sites
13. Back-up to Board Office Dispatcher
14. Perform other duties as assigned

QUALIFICATIONS

1. Grade 12 graduation or equivalent, a recognized Certificate Program in Office Administration or equivalent, and two years of recent clerical experience including basic accounting and purchasing procedures.
2. Keyboarding speed of 50 wpm.
3. Working knowledge of standard office equipment and computer software.
4. Occupational First Aid Level I Certificate.