

**SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)**

**Phone: (778) 799-2692 Email: [iuoepost@sd27.bc.ca](mailto:iuoepost@sd27.bc.ca)**

May 14, 2026

EXTERNAL POSITION

Posting: S-2026-0047 TEMPORARY

Position: SCHOOL SECRETARY

Location: Williams Lake and Area Schools/Work sites  
10 mos., 10.0 hours/week.

Duration: The start date of this position is to be determined in consultation with the successful applicant and will continue, until June 30, 2027. This position is 10.00 hours a week and is scheduled 10 months per year. This position will be scheduled Tuesday, Wednesday and Thursday 8:30 am to 11:50 am.

Rate of Pay: The probationary hourly rate of pay is \$29.85 per hour. After successful completion of a 90 day probation period, the hourly rate of pay is \$33.16 per hour.

Threshold Qualifications:

- Completion of Grade 12 and/or training working with students in an elementary school setting
- Successful completion of MyEducation BC training
- Knowledge and experience completing required ministry forms including 171's, Nominal Roll
- Knowledge and experience completing required Board Office forms including timesheets, travel allowance claim forms, petty cash forms, cheque Requisitions, Visa transaction log
- Knowledge and experience working with School District site-based accounting system
- Proficiency in the use of Microsoft Office (Word, Spreadsheets)

Duties Include, but are not limited to:

- Data entry on MyEducation BC
- Working on computers
- Maintaining student records and enrollment data
- Reception duties
- Ordering of supplies
- Handling of cash
- Monthly bank reconciliations
- Monthly calendars and newsletters
- First Aid (general)
- Working well independently
- Communicating effectively with staff, students, and parent
- Organizing workload in an efficient manner
- Other duties as assigned by the Principal

Union membership is a condition of employment.

New applicants are encouraged to submit a comprehensive resume, including 2 work-related references, via email to [iuoepost@sd27.bc.ca](mailto:iuoepost@sd27.bc.ca).

**School District No. 27 (Cariboo-Chilcotin) is an equal opportunity employer.**