

SCHOOL DISTRICT #27 (CARIBOO-CHILCOTIN)

Phone: (250) 398-3812 Fax: (250) 392-4625

August 23, 2019

THIS POSITION IS ONLY OPEN TO SCHOOL DISTRICT NO. 27 EMPLOYEES WHO
ARE COVERED BY THE I.U.O.E., LOCAL 959 CONTRACT

Posting #: S-2019-144 PERMANENT

Position: RECEPTIONIST

Location: Peter Skene Ogden Secondary
10 mos., 24.50 hours/week.

Duration: Effective September 3, 2019.

Rate of Pay: Level 1: 24.00
Level 2: 26.68

Threshold Qualifications:

- completion of grade 12
- experience and/or training working with students in a school setting
- thorough knowledge of secondary school MyEducation BC
- proficiency in the use of Microsoft Office
- ability to work well and cooperatively under pressure
- ability to organize/prioritize workload efficiently and effectively

Duties Include, but are not limited to:

- providing reception duties in a friendly, courteous manner (telephone, student services, etc.)
- working on MyEducation BC (retrieving information re: attendance, marks, etc.)
- organizing school mail outs (newsletter, student reports, etc.)
- maintaining facility bookings
- orientating Teachers on Call
- processing work orders and collection and receipting of various fees as required
- other duties as assigned

Fringe benefits are as provided in the current Union Agreement. Union membership is a condition of employment.

Please complete a "General Application for Permanent Employment" or "Application for Posting", (available from the Board Office or school offices), and return to the Human Resources Department by 3:00 p.m., 28-Aug-2019

PLEASE NOTE: You may also obtain copies of the posting, and application form from the District Website: www.sd27.bc.ca. If you choose, you may complete the application form on line and e-mail *as an attachment* to iuopost@sd27.bc.ca

PLEASE POST IN A PROMINENT PLACE FOR ALL STAFF TO SEE

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