

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**                      **Teacher Teaching On Call Dispatcher-TTOC**  
**(5:30 a.m. to 1:00 p.m.)**

**ASSIGNMENT**              **School Board Office**  
35 hours per week, 10 month position- **Temporary to June 30, 2021**

**Required Knowledge and Education:**

- Grade 12 plus six (6) months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12
- Six (6) months recent successful experience in a school or district based clerical position
- Keyboarding 40 wpm

**Knowledge, Skills and Abilities:**

- Proven ability to operate the district administrative computer package
- Proven skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software
- Ability to communicate effectively, both orally and in writing, with employees and others

**WAGE:**                      PG5

**SHIFT:**                      5:30 a.m. to 1:00 p.m.

**The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this position must do so in writing to Personnel Services – Support Staff not later than November 3, 2020 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. Applicants must demonstrate that they meet the above qualifications. Please attach all supporting documents.

October 27, 2020

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](http://www.sd22.bc.ca) under the District Menu*

**NOTICE NO. 338**

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