



ON-CALL CLERICAL SUPPORT (SPAREBOARD)

The Greater Victoria School District provides public educational services to over 20,000 students in the Greater Victoria Area, encompassing six municipalities. To provide this service, the District has a current operating budget of \$208 million and employs approximately 3,500 staff; which includes teachers, principals and vice-principals, support staff, psychologists, speech and language pathologists and exempt managerial staff.

Our District is seeking people with an expertise in office administration and who wish to start a career in our schools and District Departments. If you are available Monday-Friday between 8:00am and 3:30pm then this may be the opportunity to make your knowledge and expertise count. On an as-needed basis you may work Monday through Friday for 16 to 35 hours, but not on major holidays, Christmas, Spring Break or during the summer months. It could be a perfect fit for you.

As part of our administrative spareboard, you may be called to replace a School Administrative Assistant, Secretarial Clerk or School Assistant. (All jobs are described on our website.) Some of the duties may include greeting parents and students, directing incoming calls, preparing documents, spreadsheets and newsletters, supervising students, and processing monies for projects and expenses for on-going operations. Starting on our spareboard will allow you to gain experience in any of our 44 schools and can lead to continuing employment when you are ready.

This position falls within the CUPE Collective Agreement at a pay rate of \$21.71 - \$26.73 per hour plus 11% in lieu of benefits. The hours and location of work will vary with the assignment.

This position requires individuals to have 50+ WPM or data entry equivalency; completion of an office administration certificate and basic bookkeeping skills. Applicants must have sound clerical/office skills, proficiency in Microsoft Office, ability to work independently with minimal supervision, be willing to adapt to a changing work environment and be comfortable with face to face communication with the general public.

For a detailed job description, [click here](#).

Please submit external application, letter of introduction, résumé and references to:

Human Resource Services
Greater Victoria School District #61
556 Boleskine Road, Victoria, B.C. V8Z 1E8

or

Email: hrs@sd61.bc.ca

Please note: The District thanks all applicants but only those selected for an interview will be contacted.