



CASUAL CLERICAL OPPORTUNITIES

Casual (On-Call)

School District No. 42 (SD42) meets the learning needs of approximately 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

SD42 is looking for qualified candidates who are interested in working as casual clerical staff in our District. The casual clerical staff perform a variety of routine clerical duties related to the administration of a school, library and/or office, under the direction of the school principal or site-based Manager. This position acts as a representative of the school and as a general liaison between the school and students, parents, teachers-on-call and the general public.

The applicant will possess:

- Successful completion of Grade 12 with course emphasis on business practices and procedures or one (1) year training and experience in office and clerical routine.
- Proficiency with office equipment, personal computers, web browsers and a variety of software packages including word processing, spreadsheets and database applications with keyboarding speed of 50 wpm with a high degree of accuracy.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

If you are regularly available for casual work, have strong administrative support skills and are able to travel to any school within the District (from Pitt Meadows to Whonnock), we'd love to meet you. While this position is casual (on-call) with no guarantee of hours, shifts are steadily available and there are also many opportunities for securing regular positions as you gain seniority. The rate of pay is \$26.88/hour + 12% in lieu of benefits.

To apply, please forward your cover letter, resume, [district application form](#) and supporting documentation to applicants@sd42.ca.

For more information about our School District please visit: <http://www.sd42.ca/our-district>

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

