

Job Posting: Posting Detail

Posting: C1920-385

Closing Date: 25-Feb-2020

Position	Location	Assignment Type	Hours	Rate of Pay
Elem School Secretary 2	Alexander Robinson Elementary	Continuing	35.0000	26.9000

Typical Duties/Assignment Description

This assignment starts March 30/20 and the hours indicated are while school is in session.

Additional Information/Site Specific Expectations

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page. The link to the JOB DESCRIPTION LIST can be found in the left column.

Education and Experience/Mandatory Qualifications

- Special program in bookkeeping and/or accounting
- A course in Supervisory Skills
- Typing 60 net wpm

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C1920-386

Closing Date: 25-Feb-2020

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Learning Services	Time Duration	29.0000	29.1700

Typical Duties/Assignment Description

This is a time duration until June 24, 2020 or return of incumbent. The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

This position works as part of the Wings Program at Maple Ridge Secondary School.

Education and Experience/Mandatory Qualifications

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page. The link to the JOB DESCRIPTION LIST can be found in the left column.

Additional Qualifications, Knowledge, Abilities & Skills

[Close](#)