



School District No. 64 (Gulf Islands) invites applications for **substitute/casual** work as **Administrative Assistants**. School District No. 64 (Gulf Islands) is comprised of five island communities in the Southern Gulf Islands— Salt Spring, Galiano, Pender, Mayne, and Saturna. The Gulf Island School District takes pride in its mission to provide learners with diverse and engaging opportunities leading to a future of fulfillment, joy and purpose.

Refer to the job description on the district website for a detailed list of duties:

https://sd64.bc.ca/wp-content/uploads/2012/01/Clerk_IV_School_Secretary.pdf

You are encouraged to submit your application as soon as possible; however, the competition will remain open until successful candidates are found or until otherwise advised on our website.

Applications with supporting documents and/or inquiries should be forwarded to:

D'Arcy Deacon, Director of Instruction, Human Resources
c/o Clare Nuyens, Executive Assistant
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C. V8K 2K3
Fax: 250-537-4200 / Email: cnuyens@sd64.org

Please include with application:

- Current curriculum vitae
- Names of three professional references including their addresses, phone numbers and email addresses
- Other documents related to this application

Please note: incomplete applications will not be considered.

Thank you to all who apply; however, only those individuals chosen for an interview will be notified.