

ANGLOPHONE SOUTH SCHOOL DISTRICT
June 3, 2025
CUPE 2745 VACANCY
ROUND #1

THESE POSTINGS WILL BE AWARDED SIMULTANEOUSLY WITH THE BUMPING PROCESS. PLEASE ONLY APPLY FOR VACANT POSITIONS IF YOU WISH TO CHANGE LOCATIONS

SUBMIT APPLICATIONS ONLINE ONLY - [Anglophone South School District | Apply To Education | Search Education Jobs \(simplication.com\)](#)

Written applications **must be received by** the undersigned at the Human Resources Department up to and including **Monday, June 9, 2025 at 4:30 PM** for the following positions: **(it is the applicants' responsibility to ensure applications are received at the Human Resources Department Anglophone South School District by 4:30 PM)**

Comp. #	Classification	Education Centre	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SAA001SJ	School Administrative Assistant II (10 Months)	Saint John	Champlain Heights School	Permanent	7.25	36.25	\$32.98/hr. Effective March 1, 2022	August 20, 2025	June 25, 2026	
SAA002SS	School Administrative Assistant II (10 Months)	St. Stephen	Vincent Massey Elementary School	Permanent	7.25	36.25	\$32.98/hr. Effective March 1, 2022	August 20, 2025	June 25, 2026	

DEFINITION: This is responsible secretarial work in a school. Reporting to the principal or designate, the employee is responsible for the independent operation of the secretariat and thus may supervise other support staff. A significant component of the job involves coordinating clerical and secretarial services in the school and relieving the principal or vice principal of administrative duties. This may also include preparing reports for the principal; composing, and in some cases, signing correspondence other than routine or form; maintaining school funds; securing the vault; duties related to school graduation and school rentals; assisting with requesting supply teachers.

Work may also include typing, keyboarding, preparing correspondence, tables, reports, forms, memoranda and other material from drafts, copies or dictation; interpreting rules, policies and procedures; preparing, processing and auditing records and other information; establishing and maintaining filing systems including electronic filing systems; maintaining and distributing office and equipment supplies; performing inventories; receptionist duties; opening, reading and distributing mail and answering or suggesting follow-up action; operating a full range of office equipment; performing computer operation such as data entry on students' records, processing and retrieval; taking, transcribing and distributing minutes of meetings.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the school.

QUALIFICATIONS: Graduation from high school including or supplemented by business education courses including computer courses and other courses relative to the position assignment, and a minimum of one year's related work experience; or any equivalent combination of training and experience. Knowledge of PowerSchool would be considered an asset.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate of Pay	Effective Date	End Date	Comments
EA001HA	Educational Assistant	Hampton	Apohaqui Elementary	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA002HA	Educational Assistant	Hampton	Belleisle Regional High School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA003HA	Educational Assistant	Hampton	Chris Saunders Memorial Elementary School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA004HA	Educational Assistant	Hampton	Dr AT Leatherbarrow Primary School (4 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA005HA	Educational Assistant	Hampton	Hammond River Valley Elementary School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA006HA	Educational Assistant	Hampton	Hampton Elementary School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA007HA	Educational Assistant	Hampton	Hampton Middle School (3 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA008HA	Educational Assistant	Hampton	Harry Miller Middle School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA009HA	Educational Assistant	Hampton	Kennebecasis Valley High School (5 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA010HA	Educational Assistant	Hampton	Lakefield Elementary School (5 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA011HA	Educational Assistant	Hampton	MacDonald Consolidated School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA012HA	Educational Assistant	Hampton	Sussex Elementary School (3 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	

EA013SJ	Educational Assistant	Saint John	Barnhill Memorial School (4 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA014SJ	Educational Assistant	Saint John	Bayside Middle School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA015SJ	Educational Assistant	Saint John	Beaconsfield Middle School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA016SJ	Educational Assistant	Saint John	Centennial School (6 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA017SJ	Educational Assistant	Saint John	Fundy Shores School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA018SJ	Educational Assistant	Saint John	Glen Falls School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA019SJ	Educational Assistant	Saint John	Grand Bay Primary School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA020SJ	Educational Assistant	Saint John	Hazen-White-St Francis School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA021SJ	Educational Assistant	Saint John	Millidgeville North School (3 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA022SJ	Educational Assistant	Saint John	Prince Charles School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA023SJ	Educational Assistant	Saint John	Princess Elizabeth School (6 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA024SJ	Educational Assistant	Saint John	Saint John High School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA025SJ	Educational Assistant	Saint John	Seaside Park Elementary School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	

EA026SJ	Educational Assistant	Saint John	St John the Baptist/King Edward School (5 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA027SS	Educational Assistant	St. Stephen	Blacks Harbour School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA028SS	Educational Assistant	St. Stephen	Fundy Middle and High School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA029SS	Educational Assistant	St. Stephen	Milltown Elementary School (4 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA030SS	Educational Assistant	St. Stephen	St. Stephen Elementary School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	
EA031SS	Educational Assistant	St. Stephen	Vincent Massey Elementary School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	August 29, 2025	June 19, 2026	

DUTIES: This work is primarily assisting teachers in the performance of their duties as well as attending to the physical needs of exceptional students. Work is under the supervision of a teacher and involves assisting individuals and groups of students. Duties include providing assistance in classrooms, libraries, shops, laboratories and any other learning environment; assisting with the supervision of students; assisting with the preparation of teaching aids and the assembly of materials as directed by the teacher; tutoring students; assisting with maintaining records, and generally assisting teachers with functions designed to fulfill the instructional, social and/or behavioral goals and objectives as planned by the teacher. Duties may also include assisting students with transportation to and from school and moving around within the school; assistance with feeding, hygiene, clothing and toileting; care of catheterized students.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the school.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school supplemented by completion of an approved training course related to the field of work, and experience or demonstrated ability in dealing with children; or any equivalent combination of training and experience. Specific training, deemed essential by the Employer to meet the special needs of the student(s), may also be required.

ONLY MEMBERS OF LOCAL 2745 INCLUDING CASUALS MAY APPLY FOR THESE POSITIONS

Address Applications to:

Anglophone South School District

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All Anglophone South School District facilities are scent free environments.

Recent Appointments