

ANGLOPHONE SOUTH SCHOOL DISTRICT

May 20, 2016

CUPE 2745 VACANCY

Written applications **must be received by** the undersigned at the Human Resources Department up to and including **Friday, June 3rd, 2016 at 4:00 P.M.** for the following positions: **(it is the applicants' responsibility to ensure applications are received at the Human Resources Department Anglophone South School District by 4:00 P.M.)**

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SAA2242HA	School Admin Assistant II (10 months)	Hampton	Hampton Elementary School	Permanent	7.25	36.25	19.84/hr.	August 29 th 2016	23-June- 2017	

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 WinSchool would be considered an asset.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comment
SAA2243Sj	School Admin Assistant I (10 months)	Saint John	Saint John High School	Permanent	3.60	18.00	\$17.20/hr.	August - 2016	23-Jun-17	

DEFINITION: This is routine secretarial work in a school under the supervision of a senior school administrative assistant, principal or designate. Work involves administrative support duties such as: typing, keyboarding, preparing correspondence, reports, memoranda, forms, tables and charts from drafts, copies or dictation; composing, typing and in some cases, signing routine or form correspondence; preparing, processing and auditing basic reports, records and other documents; gathering and compiling statistics; operating a full range of office equipment; preparing and maintaining files and records; performing receptionist duties; opening, sorting and allocating mail; performing inventories and preparing requisitions for supplies; distributing supplies; demonstrating standard office procedures to new or temporary employees; and answering factual questions regarding day-to-day office activities and school procedures. Work may include computer operation such as data entry on students' records, processing and retrieval.

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; or any equivalent combination of training and experience.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comment
SIW2152SJ	School Intervention Worker	Saint John	Saint John Education Centre: Current assignment – Milledgeville North School	Permanent	6	30	18.91/hr.	1 day during the week of August 29, 2016	23 - June-2017	

DUTIES: This is responsible and complex work in support of classroom teachers and/or Behavior Intervention Mentors. Working directly under the umbrella of Student Services, this person’s duties will include providing direct support to students and parents through various strategies and activities aimed at assisting teachers and parents with students who have specific behavioral, social or emotional concerns. Duties may also include, but are not limited to, ensuring follow-through with natural and logical consequences of misbehavior; proximity-monitoring and physical space structuring; assisting with the implementation and monitoring of bully prevention programs and behavior contracts; mentoring students; behavior modeling; supervision of out-of-class/in-school suspension students and physical removal of severely disruptive children, out of control within the classroom. Work will be under the direct supervision of classroom teachers and/or school administrators and/or Behavior Intervention Mentors.

N.B. These duties are only the basic and prime functions of the job. Related tasks 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 a minimum of two years post-secondary education at the university level or a two-year community college program in psychology, social work, special education or related field; and experience or demonstrated ability in dealing with children and behavior management programs for youth; or any equivalent combination of training and experience.

**** Please note, these SIW positions are based out of the Education Centre. Locations for assignment are subject to change at the discretion of the Education Support Services Team**

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate fo Pay	Effective Date	End Date	Comments
EA2895HA	Educational Assistant	Hampton	Apoahqui Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2896SS	Educational Assistant	St. Stephen	Back Bay Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2897SJ	Educational Assistant	Saint John	Barnhill Memorial School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2898SJ	Educational Assistant	Saint John	Bayside Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2899SJ	Educational Assistant	Saint John	Bayview School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	

EA2900HA	Educational Assistant	Hampton	Belleisle Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2901HA	Educational Assistant	Hampton	Belleisle Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA902SJ	Educational Assistant	Saint John	Centennial	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2903SJ	Educational Assistant	Saint John	Centennial	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2904SJ	Educational Assistant	Saint John	Champlain Heights	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2905SJ	Educational Assistant	Saint John	Champlain Heights	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2906SJ	Educational Assistant	Saint John	Champlain Heights	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2907SJ	Educational Assistant	Saint John	Champlain Heights	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2908HA	Educational Assistant	Hampton	Chris Saunders Memorial Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2909HA	Educational Assistant	Hampton	Chris Saunders Memorial Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2910HA	Educational Assistant	Hampton	Fairvale Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-16	
EA2911SJ	Educational Assistant	Saint John	Forest Hills School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2912SJ	Educational Assistant	Saint John	Forest Hills School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2913SJ	Educational Assistant	Saint John	Forest Hills School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2914SJ	Educational Assistant	Saint John	Forest Hills School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2915SS	Educational Assistant	St. Stephen	Fundy High School – Sign Language Required	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2917SS	Educational Assistant	St. Stephen	Fundy High School – Sign Language Required	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2918SJ	Educational Assistant	Saint John	Fundy Shores School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2919SJ	Educational Assistant	Saint John	Glen Falls School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2920SJ	Educational Assistant	Saint John	Grand Bay Primary	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2921SS	Educational Assistant	St. Stephen	Grand Manan Community School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2922HA	Educational Assistant	Hampton	Hampton High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2923HA	Educational Assistant	Hampton	Hampton High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2924HA	Educational Assistant	Hampton	Hampton Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2925HA	Educational Assistant	Hampton	Hampton Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2926SJ	Educational Assistant	Saint John	Harbour view High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2927SJ	Educational Assistant	Saint John	Harbour View High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2928HA	Educational Assistant	Hampton	Harry Miller Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2928SJ	Educational Assistant	Saint John	Havelock School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2929SJ	Educational Assistant	Saint John	Havelock School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2930SJ	Educational Assistant	Saint John	Hazen-White/ St. Francis School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2931SJ	Educational Assistant	Saint John	Hazen-White/ St. Francis School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2932SJ	Educational Assistant	Saint John	Hazen-White/ St. Francis School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2933SJ	Educational Assistant	Saint John	Hazen-White/ St. Francis School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2934SJ	Educational Assistant	Saint John	Hazen-White/ St. Francis School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2935SJ	Educational Assistant	Saint John	Inglewood School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2936SJ	Educational Assistant	Saint John	Inglewood School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2936SJ	Educational Assistant	Saint John	Lakewood Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2937SS	Educational Assistant	St. Stephen	Lawrence Station Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2938SJ	Educational Assistant	Saint John	Loch Lomond School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2939SJ	Educational Assistant	Saint John	M. Gerald Teed	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2940SJ	Educational Assistant	Saint John	M. Gerald Teed	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2941HA	Educational Assistant	Hampton	MacDonald Consolidated School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2942SS	Educational Assistant	St. Stephen	Milltown Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2943SJ	Educational Assistant	Saint John	Morna Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2944SJ	Educational Assistant	Saint John	Morna Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2945HA	Educational Assistant	Hampton	Norton Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2946SJ	Educational Assistant	Saint John	Prince Charles School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2947SJ	Educational Assistant	Saint John	Prince Charles School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2948SJ	Educational Assistant	Saint John	Prince Charles School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2949SJ	Educational Assistant	Saint John	Prince Charles School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2950SJ	Educational Assistant	Saint John	Princess Elizabeth School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2951SJ	Educational Assistant	Saint John	Princess Elizabeth School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2952SJ	Educational Assistant	Saint John	Princess Elizabeth School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2953SJ	Educational Assistant	Saint John	Princess Elizabeth School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2955HA	Educational Assistant	Hampton	Quispamsis Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2956HA	Educational Assistant	Hampton	Quispamsis Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2957HA	Educational Assistant	Hampton	Quispamsis Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2958SJ	Educational Assistant	Saint John	Rothesay High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2959SJ	Educational Assistant	Saint John	Rothesay High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2960SJ	Educational Assistant	Saint John	Saint John High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2961SJ	Educational Assistant	Saint John	Saint John High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2962SJ	Educational Assistant	Saint John	Simonds High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2963SS	Educational Assistant	St. Stephen	Sir James Dunn Academy	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2964SS	Educational Assistant	St. Stephen	Sir James Dunn Academy	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2965SJ	Educational Assistant	Saint John	St. John the Baptist/King Edward School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2966SJ	Educational Assistant	Saint John	St. Malachy's Memorial High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2967SJ	Educational Assistant	Saint John	St. Malachy's Memorial High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2968SJ	Educational Assistant	Saint John	St. Malachy's Memorial High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2969SJ	Educational Assistant	Saint John	St. Malachy's High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2970SJ	Educational Assistant	Saint John	St. Malachy's High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2971SJ	Educational Assistant	Saint John	St. Martins School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2972SJ	Educational Assistant	Saint John	St. Patrick's School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2973SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2974SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2975SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2976SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2977SS	Educational Assistant	St. Stephen	St. Stephen Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2978SS	Educational Assistant	St. Stephen	St. Stephen Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2979HA	Educational Assistant	Hampton	Sussex Corner Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2980HA	Educational Assistant	Hampton	Sussex Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug 29	23-Jun-17	

EA2981HA	Educational Assistant	Hampton	Sussex Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug 29	23-Jun-17	
EA2982HA	Educational Assistant	Hampton	Sussex Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2983HA	Educational Assistant	Hampton	Sussex Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2984HA	Educational Assistant	Hampton	Sussex Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2985HA	Educational Assistant	Hampton	Sussex Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2986HA	Educational Assistant	Hampton	Sussex Regional High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2987HA	Educational Assistant	Hampton	Sussex Regional High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2988SJ	Educational Assistant	Saint John	Westfield School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2989SJ	Educational Assistant	Saint John	Westfield School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA2990SJ	Educational Assistant	Saint John	Westfield School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
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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.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SA2125SJ	Student Attendant	Saint John	Saint John Education Centre	Permanent	6	30	13.97/hr.	September 8	June 23, 2017	

DUTIES: This is work of limited complexity primarily attending to the physical needs of exceptional students. Duties include assisting students with transportation to and from school, on community visits, at work locations; entering and leaving school and moving around within the school; assistance with feeding, hygiene, clothing and toileting; care of catheterized students. Tasks may also include general assistance in the supervision of students; and providing general support.

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: The ability to read and write, understand instructions and to relate to handicapped children. Specific skills or training may also be required.

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

Address Applications to:

Stewart Stanger, *Director of Human Resources*

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 490 Woodward Avenue
 Saint John, NB E2K 5N3
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e-mail: asd-s.jobs@nbed.nb.ca

All Anglophone South School District facilities are scent free environments.