

ANGLOPHONE SOUTH SCHOOL DISTRICT
June 28th, 2016

CUPE 2745 VACANCY

Written applications **must be received by** the undersigned at the Human Resources Department up to and including **Wednesday, July 13, 2016@12:00PM** for the following positions: **(it is the applicants' responsibility to ensure applications are received at the Human Resources Department Anglophone South School District by 12:00 P.M.)**

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
DAS023SJ	District Administrative Support III – DAS III Accounting (12 months)	Saint John	Office of the Superintendent	Permanent	7.25	36.25	\$1266-\$1525 bi-weekly	Immediately		

DUTIES: This level covers the full working level of administrative services work in a school district office, performed with some independence and is supervised for progress and results. The ability to perform procedural work routines through the application of different yet standardized methods is required. There is some scope for decision-making in accordance with established procedures. Responsibilities include assisting a superior with the operation of a designated sector. Duties may include, but are not limited to, preparing and processing invoices; maintaining databases, spreadsheets and files; researching and compiling statistical data for reports; assisting senior clerks with the preparation of accounts payable, accounts receivable or payroll; typing; scheduling appointments and making travel arrangements; responding to inquiries; and operating a full range of office equipment. Some positions may include supervisory responsibilities. N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the district office.

QUALIFICATIONS: Graduation from high school supplemented by postsecondary training, typically a one-year program in a related field, and a minimum of three years' related work experience; 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	Comments
SAA2243SJ	School Admin Assistant II (10 months)	Saint John	Havelock School	Permanent	7.25	36.25	19.84/hr.	August 24 th 2016	23-June-2017	
SAA2244SJ	School Admin Assistant II (10 months)	Saint John	Loch Lomond School	Permanent	7.25	36.25	19.84/hr.	August 24 th 2016	23-June-2017	
SAA2245SJ	School Admin Assistant II (10 months)	Saint John	M. Gerald Teed School	Permanent	7.25	36.25	19.84/hr.	August 24 th 2016	23-June-2017	
SAA2246SS	School Admin Assistant II (10 months)	St. Stephen	St. Stephen Elementary School	Permanent	7.25	36.25	19.84	August 24 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 PowerSchool 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
SAA2247SJ	School Admin Assistant I (10 months)	Saint John	Saint John High School	Permanent	7.25	36.25	\$17.20/hr.	August 24 th 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
SLW2132SJ	School Library Worker I	Saint John	Millidgeville North School	Permanent	4.4	22	\$17.67/hr.	Immediately	24-Jun-16 (With the possibility of extension)	

DUTIES: This is library work under the direction and supervision of a school administrator, teacher librarian or School Library Assistant II. Duties include ordering, processing, shelving, mending, taking inventory and weeding library materials; typing, filing and keeping various clerical records; purchasing, copying and revising catalogue records; maintaining supplies and operating electronic office equipment. Work involves establishing and maintaining circulation files, providing directional assistance to patrons in the use of manual and computerized data bases, basic reference assistance, preparing displays and simple finding aids. Work in the library may also include the supervision of student and volunteers.

QUALIFICATIONS: Graduation from high school and some related work experience; 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 Princess Elizabeth 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
EA2991SJ	Educational Assistant	Saint John	Barnhill School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA2992SJ	Educational Assistant	Saint John	Bayside Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2993SJ	Educational Assistant	Saint John	Bayside Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2994SJ	Educational Assistant	Saint John	Bayside Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2995SJ	Educational Assistant	Saint John	Bayview School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	

EA2996SJ	Educational Assistant	Saint John	Bayview School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2997HA	Educational Assistant	Hampton	Belleisle Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2998HA	Educational Assistant	Hampton	Belleisle Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-17	
EA2999SS	Educational Assistant	St. Stephen	Blacks Harbour School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3000SS	Educational Assistant	St. Stephen	Blacks Harbour School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3001SS	Educational Assistant	St. Stephen	Campobello Island School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3002SJ	Educational Assistant	Saint John	Centennial	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3003SJ	Educational Assistant	Saint John	Centennial	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3004SJ	Educational Assistant	Hampton	Centennial	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3005SJ	Educational Assistant	Hampton	Centennial	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3006SJ	Educational Assistant	Hampton	Centennial	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	24-Jun-16	
EA3008SJ	Educational Assistant	Saint John	Champlain Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3009SJ	Educational Assistant	Saint John	Champlain Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA3010SJ	Educational Assistant	Saint John	Champlain Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3011SJ	Educational Assistant	Saint John	Champlain Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3012SJ	Educational Assistant	Saint John	Champlain Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3013SJ	Educational Assistant	Saint John	Forest Hills School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3014SJ	Educational Assistant	Saint John	Forest Hills School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3015SJ	Educational Assistant	Saint John	Forest Hills School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3018SJ	Educational Assistant	Saint John	Glen Falls School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3019SJ	Educational Assistant	Saint John	Grand Bay Primary	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3020SJ	Educational Assistant	Saint John	Grand Bay Primary	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3021SS	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	
EA3022SS	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	
EA3023HA	Educational Assistant	Hampton	Hammond River Valley	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3024HA	Educational Assistant	Hampton	Hammond River Valley	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA3025SJ	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	
EA3026SJ	Educational Assistant	Saint John	Havelock School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3027SJ	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	
EA3028SJ	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	
EA3029SJ	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	
EA3030SJ	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	
EA3031SJ	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	
EA3032SJ	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	
EA3033SJ	Educational Assistant	St. Stephen	Lakewood Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3034SJ	Educational Assistant	Saint John	Loch Lomond School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3035SJ	Educational Assistant	Saint John	Morna Heights School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3036SJ	Educational Assistant	Saint John	Prince Charles School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3037SJ	Educational Assistant	Saint John	Prince Charles School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA3038SJ	Educational Assistant	St. Stephen	Princess Elizabeth School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3039SJ	Educational Assistant	Saint John	Princess Elizabeth School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3040HA	Educational Assistant	Hampton	Quispamsis Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3041HA	Educational Assistant	Hampton	Quispamsis Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3042HA	Educational Assistant	Hampton	Quispamsis Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3043HA	Educational Assistant	Hampton	Quispamsis Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3044HA	Educational Assistant	Hampton	Quispamsis Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3045HA	Educational Assistant	Hampton	Quispamsis Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3046SJ	Educational Assistant	Saint John	River Valley Middle School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3047HA	Educational Assistant	Hampton	Rothesay Elementary School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3048HA	Educational Assistant	Hampton	Rothesay High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3049SJ	Educational Assistant	Saint John	Simonds High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

EA3050SS	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	
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EA3052SJ	Educational Assistant	Saint John	St. John The Baptist	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3053SJ	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	
EA3054SJ	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	
EA3055SJ	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	

EA3056SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3057SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3058SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3059SJ	Educational Assistant	St. Stephen	St. Stephen High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3060HA	Educational Assistant	Hampton	Sussex Corner Elementary	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3061HA	Educational Assistant	Hampton	Sussex Corner Elementary	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3062HA	Educational Assistant	Saint John	Sussex Regional High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	
EA3063HA	Educational Assistant	Saint John	Sussex Regional High School	Permanent	6	30	17.69/hr.	1 day during the wk of Aug. 29	23-Jun-17	

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
SA2126SJ	Student Attendant	Saint John	Saint John Education Centre: BUS# 503 Loch Lomond, Glen Falls, Forest Hills, Simonds High	Permanent	6	30	13.97/hr.	September 8	June 23, 2017	
SA2127SJ	Student Attendant	Saint John	Saint John Education Centre: BUS# 308 Evandale area Westfield School and River Valley Middle School	Permanent	6	30	13.97/hr.	September 8	June 23, 2017	
SA2128HA	Student Attendant	Hampton	Hampton Education Centre: BUS# 874 Sussex area	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
 Anglophone South School District
 490 Woodward Avenue
 Saint John, NB E2K 5N3
 Fax# (506) 658-5399
 E-mail: asd-s.jobs@nbed.nb.ca

All Anglophone South School District facilities are scent free environments.