

Anglophone West School District

JOB POSTING – Revised – October 30, 2013

Anglophone West School District is looking for candidates to fill Educational Assistant positions. This is an open competition with preference given to permanent qualified members of CUPE 2745 who apply. (Hourly rate - \$17.69) (EA positions are 30.00 hrs./wk.)

Previous District	School	Competition Number	Notes
18	LHHS	ASD-W1213EA124	Term position June 2013 - CANCELLED
14	Carleton North	ASD-W1213EA116	Term position – June 2013 Hours 8:15am – 3:00pm Lunch 12:00-12:45
14	Southern Carleton (2 positions)	ASD-W1213EA117	Hours – 8:15am – 2:45pm
14	John Caldwell	ASD-W1213EA118	Term until March 1, 2013 Start -8:25 Break -10:31-10:46 Lunch -11:49 -12:49 Finish – 3:00
17	Cambridge-Narrows	ASD-W1213EA119	
17	Oromocto High	ASD-W1213EA120	
18	Park St (3 positions)	ASD-W1213EA121	One position -“bilingual preferred”.
18	George St. (2 positions)	ASD-W1213EA122	One term position – June 2013
18	Nashwaaksis Middle School	ASD-W1213EA123	

DEFINITION: This is work 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 behavioural 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.

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 students(s), may also be required.

TO APPLY: Applications are to be received no later than **November 1, 2012**. If applying for a position within your current classification, please quote only the competition number in the subject line of your email and you must submit one email for each competition you wish to be considered for. You **must** include your name, current position and location as well as contact information. If applying for a position within a different classification than currently held, a cover letter quoting the competition number as well as a resume outlining your qualifications for the position must be included; testing may be required. **If not a permanent member of CUPE 2745 you must include a resume.**

Applications are to be e-mailed to anglophonewestjobs@gnb.ca or sent by mail or fax to:

Anglophone West School District
1135 Prospect St.
Fredericton, NB E3B 3B9
Fax (506) 444-5264
www.asd-w@nbed.nb.ca