

005ANGLOPHONE SOUTH SCHOOL DISTRICT  
September 10, 2025  
CUPE 2745 VACANCY  
ROUND #8

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

Applications **must be received by** the undersigned at the Human Resources Department up to and including **Tuesday, September 16, 2025, at 4:00 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 4:00 PM)

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate of Pay	Effective Date	End Date	Comments
EA132HA	Educational Assistant	Hampton	Dr. A.T. Leatherbarrow Primary School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA133HA	Educational Assistant	Hampton	Fairvale Elementary School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA134HA	Educational Assistant	Hampton	Hampton High School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA135HA	Educational Assistant	Hampton	Hampton Middle School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA136HA	Educational Assistant	Hampton	Harry Miller Middle School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA137HA	Educational Assistant	Hampton	Harry Miller Middle School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	December 19, 2025 with possibility of extension	
EA138HA	Educational Assistant	Hampton	Kennebecasis Valley High School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	

EA139HA	Educational Assistant	Hampton	Lakefield Elementary School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA140HA	Educational Assistant	Hampton	McDonald Consolidate School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA141HA	Educational Assistant	Hampton	Norton Elementary School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA142HA	Educational Assistant	Hampton	Norton Elementary School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA143HA	Educational Assistant	Hampton	Quispamsis Elementary (2 Positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA144HA	Educational Assistant	Hampton	Quispamsis Middle School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA145HA	Educational Assistant	Hampton	Quispamsis Middle School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA146HA	Educational Assistant	Hampton	Rothesay Elementary School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA147HA	Educational Assistant	Hampton	Rothesay High School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	December 19, 2025 with possibility of extension	
EA148HA	Educational Assistant	Hampton	Rothesay Park School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA149HA	Educational Assistant	Hampton	Sussex Elementary School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA150HA	Educational Assistant	Hampton	Sussex Middle School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	

EA151SJ	Educational Assistant	Saint John	Barnhill School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA152SJ	Educational Assistant	Saint John	Bayside Middle School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA153SJ	Educational Assistant	Saint John	Beaconsfield School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA154SJ	Educational Assistant	Saint John	Beaconsfield School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	December 19, 2025 possibility of extension	
EA155SJ	Educational Assistant	Saint John	Centennial School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA156SJ	Educational Assistant	Saint John	Champlain Heights School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA157SJ	Educational Assistant	Saint John	Forest Hills School (3 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA158SJ	Educational Assistant	Saint John	Harbour View High School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA159SJ	Educational Assistant	Saint John	Harbour View High School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	February 01, 2026 with possibility of extension	
EA160SJ	Educational Assistant	Saint John	Millidgeville North School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA161SJ	Educational Assistant	Saint John	Millidgeville North School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	December 19, 2025 possibility of extension	

EA162SJ	Educational Assistant	Saint John	Princess Elizabeth School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA163SJ	Educational Assistant	Saint John	Saint Rose School (5 Positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA164SJ	Educational Assistant	Saint John	Seaside Park Elementary School (3 Positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA165SJ	Educational Assistant	Saint John	Seaside Park Elementary School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA166SJ	Educational Assistant	Saint John	St. John the Baptist/King Edward School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA167SS	Educational Assistant	St. Stephen	Back Bay Elementary School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA168SS	Educational Assistant	St. Stephen	Grand Manan Community School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA169SS	Educational Assistant	St. Stephen	St. George Elementary School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA170SS	Educational Assistant	St. Stephen	St. Stephen Elementary School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA171SS	Educational Assistant	St. Stephen	St. Stephen Middle School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA172SS	Educational Assistant	St. Stephen	St. Stephen High School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	December 3, 2025 with possibility of extension	
EA173SS	Educational Assistant	St. Stephen	Vincent Massey Elementary School	Permanent	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	
EA174SJ	Educational Assistant	Saint John	Westfield School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	June 19, 2026	

EA175SJ	Educational Assistant	Saint John	Westfield School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	February 27, 2026 with possibility of extension	
EA176SS	Educational Assistant	St. Stephen	Fundy Middle and High School	Temporary	6	30	\$32.45/hr. Effective March 01, 2022	Immediately	December 19, 2025 with possibility of extension	

**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./Day	Hrs./ Week	Rate of Pay	Effective Date	End Date	Comments
DAS010SJ	District Administrative Support-DASIII (12 months)	Saint John	Saint John Education Centre (Director of Schools)	Permanent	7.25	36.25	\$1676-\$2003 bi-weekly	Immediately		
DAS011SJ	District Administrative Support – DASIII (12 months) (Welcome Centre)	Saint John	Saint John Education Centre	Permanent	7.25	36.25	\$1676-\$2003 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.

Comp. #	Classification	Education Centre	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SAA014SJ	School Administrative Assistant I (10 months)	Saint John	Forest Hills School	Permanent	7.25	36.25	\$24.12/hr. Effective March 1, 2022	TBD	June 25, 2026	

**DEFINITION:** This level covers entry or training administrative services work in a school district office. Tasks are routine, repetitive and adhere to prescribed standards. Duties may include, but are not limited to, recording information; sorting and allocating mail; assisting with receptionist duties; photocopying; operation of office equipment. Few unauthorized variations are permitted without specific authorization.

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.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate of Pay	Effective Date	End Date	Comments
SAA015SJ	School Administrative Assistant II (10 Months)	Saint John	Hazen White/St. Francis School	Permanent	7.25	36.25	\$32.98/hr. Effective March 1, 2022	TBD	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.

**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 reduced environments.