

ANGLOPHONE SOUTH SCHOOL DISTRICT
October 3, 2025
CUPE 2745 VACANCY
ROUND #11

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 **Friday, October 10, 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	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SAA017SJ	School Administrative Assistant II (10 Months)	Saint John	Centennial School	Permanent	7.25	36.25	\$32.98/hr. Effective March 1, 2022	Immediately	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. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SA010HA	Student Attendant	Hampton	Hampton Education Centre: BUS# 718	Temporary	6	30	\$24.63/hr. Effective: March 1, 2022	Immediately	November 27, 2025 with possibility of extension	
SA011HA	Student Attendant	Hampton	Hampton Education Centre: BUS# 751	Permanent	6	30	\$24.63/hr. Effective: March 1, 2022	Immediately	June 19, 2026	
SA012HA	Student Attendant	Hampton	Hampton Education Centre: BUS# 829	Permanent	6	30	\$24.63/hr. Effective: March 1, 2022	Immediately	June 19, 2026	
SA0013SJ	Student Attendant	Saint John	Saint John Education Centre: BUS# 511	Permanent	6	30	\$24.63/hr. Effective: March 1, 2022	Immediately	June 19, 2026	

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.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate of Pay	Effective Date	End Date	Comments
EA181HA	Educational Assistant	Hampton	Fairvale Elementary	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA182HA	Educational Assistant	Hampton	Hammond River Valley Elementary	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA183HA	Educational Assistant	Hampton	Hampton High School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	

EA184HA	Educational Assistant	Hampton	Hampton Middle School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA185HA	Educational Assistant	Hampton	Harry Miller Middle School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA186HA	Educational Assistant	Hampton	Harry Miller Middle School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA187HA	Educational Assistant	Hampton	Lakefield Elementary School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA188HA	Educational Assistant	Hampton	Quispamsis Elementary School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA189HA	Educational Assistant	Hampton	Rothsay High School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA190HA	Educational Assistant	Hampton	Sussex Elementary	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA191HA	Educational Assistant	Hampton	Sussex Middle School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA192HA	Educational Assistant	Hampton	Sussex Middle School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA193HA	Educational Assistant	Hampton	Sussex Regional High	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA194HA	Educational Assistant	Hampton	Sussex Regional High	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA195HA	Educational Assistant	Hampton	Kennebecasis Valley High	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA196SJ	Educational Assistant	Saint John	Bayside Middle School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	

EA197SJ	Educational Assistant	Saint John	Centennial School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA198SJ	Educational Assistant	Saint John	Forest Hills	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA199SJ	Educational Assistant	Saint John	Forest Hills	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA200SJ	Educational Assistant	Saint John	Fundy Shores School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA201SJ	Educational Assistant	Saint John	Grand Bay Primary School	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA202SJ	Educational Assistant	Saint John	Harbour View High	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA203SJ	Educational Assistant	Saint John	Hazen White/St. Francis	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	February 27, 2026 with possibility of extension	
EA204SJ	Educational Assistant	Saint John	M. Gerald Teed	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA205SJ	Educational Assistant	Saint John	Prince Charles	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA206SJ	Educational Assistant	Saint John	Princess Elizabeth (6 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA207SJ	Educational Assistant	Saint John	Princess Elizabeth	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA208SJ	Educational Assistant	Saint John	Saint John High	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA209SJ	Educational Assistant	Saint John	Saint Rose	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	

EA210SJ	Educational Assistant	Saint John	Seaside Park Elementary (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA211SJ	Educational Assistant	Saint John	Seaside Park Elementary School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA212SJ	Educational Assistant	Saint John	Seaside Park Elementary School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	February 18, 2026 with possibility of extension	
EA213SJ	Educational Assistant	Saint John	Simonds High School (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA214SJ	Educational Assistant	Saint John	St. John Baptist/King Edward (2 positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA215SS	Educational Assistant	St. Stephen	Deer Island School	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	December 19, 2025, with the possibility of extension	
EA216SS	Educational Assistant	St. Stephen	Fundy Middle and High	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA217SS	Educational Assistant	St. Stephen	Milltown Elementary (3 Positions)	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA218SS	Educational Assistant	St. Stephen	St. Stephen Elementary	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA219SS	Educational Assistant	St. Stephen	St. Stephen Middle	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	December 3, 2026 with possibility of extension	
EA220SS	Educational Assistant	St. Stephen	Vincent Massey Elementary	Temporary	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	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.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SLW001HA	School Library Worker I (10 months)	Hampton	Current Assignment: MacDonald Consolidated/- Rothesay Park/ Hampton Middle Subject to change	Permanent	7.25	36.25	\$22.74/hr.	Immediately	June 19, 2026	
SLW002HA	School Library Worker I (10 months)	Hampton	Current Assignment: Quispamsis Middle & Harry Miller Middle	Permanent	7.25	36.25	\$22.74/hr.	Immediately	June 19, 2026	
SLW003HA	School Library Worker I (10 months)	Hampton	Rothesay High	Permanent	7.25	36.25	\$22.74/hr.	Immediately	June 19, 2026	

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.

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

Forest Hills	SAAI	Perm	Amy Moore
Harbour View	EA	Perm	Kayla Williams
Saint Rose	EA	Perm	Jennifer McCollum
St. Stephen Elementary	EA	Perm	Julie Hartland
St. Stephen Middle	EA	Perm	Danielle Scott
Fundy Middle High	EA	Temp	Joelle Arbeau
Sussex Elem	EA	Temp	Rebecca Mean
Dr. A.T. Leatherbarrow	EA	Temp	Solonge Gray
Lakefield	EA	Perm	Angela Brown
Qusipamsis Elem	EA	Perm	Krista Stewart
Sussex Middle	EA	Perm	Nicole MacDonald
Bayside Middle	EA	Perm	Caitline St. Coeur
Forest Hills	EA	Perm	Aaron Gunn
Rothsay High	EA	Temp	Sonja Dollar
Fairvale Elem	EA	Perm	Colby Kilpatrick
Beaconsfield	EA	Temp	Sunshine McGraw
Forest Hills	EA	Perm	Michelle Kingston
Millidgeville North	EA	Perm	Corissa Arseneau
Beaconsfield	EA	Temp	Ashley Calhoun
Princess Elizabeth	EA	Perm	Gracey McCoy
Saint Rose	EA	Perm	Kayley Godsoe
Saint Rose	EA	Perm	Donna Williams
Back Bay	EA	Perm	Hannah Guitard
St. George Elem	EA	Perm	Katelyn Small
Barnhill	EA	Perm	Mandie Bertin
Princess Elizabeth	EA	Perm	Jennica St. Coeur
Grand Manan	EA	Perm	Michaela Gibson
Harbour View	EA	Temp	James Lamey
Millidgeville North	EA	Perm	Cathy MacDonald
Millidgeville North	EA	Temp	Corey Sunga
Seaside Park	EA	Temp	Kayley Godsoe
Seaside Park	EA	Perm	Ashley Calhoun