

ANGLOPHONE SOUTH SCHOOL DISTRICT
November 6, 2025
CUPE 2745 VACANCY
ROUND #14

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, November 14 2025 at 12:00 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 12:00 PM)**

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate of Pay	Effective Date	End Date	Comments
EA238HA	Educational Assistant	Hampton	Rothsay Elementary	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA239SJ	Educational Assistant	Saint John	Centennial	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA240SJ	Educational Assistant	Saint John	Lakewood Heights	Permanent	6	30	\$32.45/hr. Effective March 1, 2022	Immediately	June 19, 2026	
EA241SJ	Educational Assistant	Saint John	Saint John Baptiste/King Edward	Permanent	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	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SAA020SJ	School Administrative Assistant II (12 months)	Saint John	St. Malachy's Memorial	Temporary	7.25	36.25	\$32.98/hr. Effective March 1, 2022	Immediately	December 19, 2025 with possibility of extension	

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

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

Address Applications to:
Anglophone South School District

SUBMIT APPLICATIONS BY ONLINE SUBMISSION ONLY - : [Anglophone South School District | Apply To Education | Search Education Jobs \(simplication.com\)](#)

All Anglophone South School District facilities are scent free environments.

Recent Appointments

Centennial School SAII (10 Months) Perm Kristy McCarty