

**005ANGLOPHONE SOUTH SCHOOL DISTRICT**  
**September 24, 2025**  
**CUPE 2745 VACANCY**  
**ROUND #15**

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

Applications **must be received by** the undersigned at the Human Resources Department up to and including **Monday, November 17, 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
DAS015	District Administrative Support-DASIII (12 months) HR/Payroll		Office of Superintendent	Temporary	7.25	36.25	\$1676-\$2003 bi-weekly	Immediately	February 28, 2026 with the possibility of extension	

**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.

**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.

**Recent Appointments:**

Nothing since last posting.