

ANGLOPHONE SOUTH SCHOOL DISTRICT
December 12, 2025
CUPE 2745 VACANCY
ROUND #18

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 **Thursday, December 18, 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	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
DAS018SS	District Administrative Support-DAS IV – (12 months)	St. Stephen	St. Stephen Education Centre	Permanent	7.25	36.25	\$2001-\$2419 bi-weekly	Immediately		

Classification specification

This level covers advanced administrative services work in a school district office as well as some supervisory responsibilities. The incumbent is responsible for the analysis of reports and maintaining various controls. Work is performed with considerable independence and a comprehensive knowledge of activities, procedures, methods and techniques is needed to accomplish the necessary operations or processes. Review of work is after the fact. Functions may require recommendations for solution of problems and changes to methods and procedures. There is some latitude in the methods used in the accomplishment of established objectives.

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 supplemented by postsecondary training, typically a one-year program in a related field, and a minimum of five years' related work experience; including some supervisory experience; or any equivalent combination of training and experience.

Comp. #	Classification	Education Centre	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
DAS019SS	District Administrative Support-DAS III – (12 months)	St. Stephen	St. Stephen 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.

QUALIFICATIONS: Graduation from high school supplemented by postsecondary training, typically a one-year program in a related field, and a minimum of three years' 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**

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 reduced environments.

Recent Appointments

SJEC	DASIII	Temp	Michelle Santilli
Bayview School	EA	Perm	Jennifer Cormier
Qusipamsis Elementary	EA	Perm	Jenna Robertson
St. George Elementary	EA	Perm	Ashley Leray