

ANGLOPHONE SOUTH SCHOOL DISTRICT

May 28, 2026

CUPE 2745 VACANCY

ROUND #1

**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 **Wednesday, June 3, 2026 at 2:00 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 2:00 PM)**

Comp. #	Classification	Education Centre	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
DAS001SS	District Administrative Support-DAS III – (12 months)	St. Stephen	St. Stephen Education Centre	Permanent	7.25	36.25	\$2039.-\$2366. bi-weekly	Immediately	N/A	

**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.

Comp. #	Classification	Education Centre	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SAA001SJ	School Administrative Assistant II (12 Months)	Saint John	St. Malachy's Memorial High	Permanent	7.25	36.25	\$37.98/hr. Effective March 1, 2026	July 2, 2026	N/A	
SAA002SJ	School Administrative Assistant II (10 Months)	Saint John	St. Martins	Permanent	7.25	36.25	\$37.98/hr. Effective March 1, 2026	August 26, 2026	June 30, 2027	

**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	Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SAA003SJ	School Administrative Assistant I (10 months)	Saint John	Bayside Middle School	Permanent	2.50	12.50	\$29.12/hr. Effective March 1, 2026	August 26, 2026	June 30, 2027	
SAA004SJ	School Administrative Assistant I (10 months)	Saint John	Millidgeville North School	Permanent	4.10	20.50	\$29.12/hr. Effective March 1, 2026	August 26, 2026	June 30, 2027	
SAA005SJ	School Administrative Assistant I (10 months)	Saint John	Princess Elizabeth School	Permanent	5.20	26.00	\$29.12/hr. Effective March 1, 2026	August 26, 2026	June 30, 2027	

**DEFINITION:** This is routine administrative work in a school under the supervision of a senior school administrative assistant, principal or designate. Work involves administrative support duties such as; typing, keyboarding, preparing correspondence, reports, memoranda, forms, tables and charts from drafts, copies or dictation; composing, typing and in some cases, signing routine or form correspondence; preparing, processing and auditing basic reports, records and other documents; gathering and compiling statistics; operating a full range of office equipment; preparing and maintaining files and records; performing receptionist duties; opening, sorting and allocating mail; performing inventories and preparing requisitions for supplies; distributing supplies; demonstrating standard office procedures to new or temporary employees; and answering factual questions regarding day-to-day office activities and school procedures. Work may include computer operation such as data entry on students' records, processing and retrieval.

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; or any equivalent combination of training and experience.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate of Pay	Effective Date	End Date	Comments
EA001HA	Educational Assistant	Hampton	Dr. A.T. Leatherbarrow Primary (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA002HA	Educational Assistant	Hampton	Hammond River Valley (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA003HA	Educational Assistant	Hampton	Hampton Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA004HA	Educational Assistant	Hampton	Hampton Middle	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA005HA	Educational Assistant	Hampton	Harry Miller Middle (5 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA006HA	Educational Assistant	Hampton	Lakefield Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA007HA	Educational Assistant	Hampton	Mcdonald Consolidated (4 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA008HA	Educational Assistant	Hampton	Norton Elementary (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA009HA	Educational Assistant	Hampton	Quispamsis Elementary (5 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA010HA	Educational Assistant	Hampton	Quispamsis Middle (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA011HA	Educational Assistant	Hampton	Rothesay Elementary (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA012HA	Educational Assistant	Hampton	Rothesay Park	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	

EA013HA	Educational Assistant	Hampton	Sussex Corner Elementary (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA014HA	Educational Assistant	Hampton	Sussex Regional High (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA015SJ	Educational Assistant	Saint John	Bayview (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA016SJ	Educational Assistant	Saint John	Beaconsfield (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA017SJ	Educational Assistant	Saint John	Centennial (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA018SJ	Educational Assistant	Saint John	Champlain Heights (7 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA019SJ	Educational Assistant	Saint John	Forest Hills (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA020SJ	Educational Assistant	Saint John	Fundy Shores (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA021SJ	Educational Assistant	Saint John	Glen Falls (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA022SJ	Educational Assistant	Saint John	Harbour View High (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA023SJ	Educational Assistant	Saint John	Inglewood (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA024SJ	Educational Assistant	Saint John	Island View (4 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA025SJ	Educational Assistant	Saint John	Loch Lomond	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027

EA026SJ	Educational Assistant	Saint John	Prince Charles (4 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA027SJ	Educational Assistant	Saint John	Princess Elizabeth (4 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA028SJ	Educational Assistant	Saint John	Saint John High (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA029SJ	Educational Assistant	Saint John	Saint Rose	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA030SJ	Educational Assistant	Saint John	Seaside Park Elementary (13 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA031SJ	Educational Assistant	Saint John	Simonds High	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA032SJ	Educational Assistant	Saint John	St. Malachy's Memorial High (7 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA033SJ	Educational Assistant	Saint John	Westfield (6 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA034SJ	Educational Assistant	Saint John	St. Martins	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA035SS	Educational Assistant	St. Stephen	Back Bay Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA036SS	Educational Assistant	St. Stephen	Blacks Harbour	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA037SS	Educational Assistant	St. Stephen	Grand Manan	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA038SS	Educational Assistant	St. Stephen	Lawrence Station Elementary (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027

EA039SS	Educational Assistant	St. Stephen	St. George Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027
EA040SS	Educational Assistant	St. Stephen	St. Stephen High (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027

**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
SA001HA	Student Attendant	Hampton	Hampton Education Centre: BUS# 829	Permanent	6	30	\$29.63/hr. Effective: March 1, 2026	September 4, 2026	June 25, 2027	
SA002HA	Student Attendant	Hampton	Hampton Education Centre: BUS# 874	Permanent	6	30	\$29.63/hr. Effective: March 1, 2026	September 4, 2026	June 25, 2027	

**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.

**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:**

Hampton Elementary School	EA	Peggy MacGougan McDonald
Lakewood Heights	EA	Kara Rousselle