

ANGLOPHONE SOUTH SCHOOL DISTRICT

July 21, 2026

CUPE 2745 VACANCY

ROUND #4

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 **Tuesday, July 28, 2026 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
SAA008HA	School Administrative Assistant II (10 Months)	Hampton	Rothsay Elementary	Permanent	7.25	36.25	\$37.98/hr. Effective March 1, 2026	August 26, 2026	June 30, 2027	
SAA009HA	School Administrative Assistant II (10 months)	Hampton	Norton Elementary	Temporary	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
SAA010SS	School Administrative Assistant I (10 Months)	St. Stephen	St. Stephen High School	Permanent	7.25	36.25	\$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
EA079HA	Educational Assistant	Hampton	Dr. A.T. Leatherbarrow Primary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA080HA	Educational Assistant	Hampton	Harry Miller Middle (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA081HA	Educational Assistant	Hampton	Quispamsis Elementary (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA082HA	Educational Assistant	Hampton	Rothsay High	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA083HA	Educational Assistant	Hampton	Rothsay Park School	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	

EA084HA	Educational Assistant	Hampton	Sussex Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA085HA	Educational Assistant	Hampton	Sussex Regional High	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA086HA	Educational Assistant	Hampton	Chris Saunders Elementary (2 positions)	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA087HA	Educational Assistant	Hampton	Hammond River Valley Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	January 5, 2027	
EA088HA	Educational Assistant	Hampton	Kennebecasis Valley High	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	December 18, 2026	
EA089HA	Educational Assistant	Hampton	Lakefield Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	December 18, 2026 with possibility of extension	
EA090HA	Educational Assistant	Hampton	Lakefield Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA091HA	Educational Assistant	Hampton	MacDonald Consolidated	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	February 5, 2027	
EA092HA	Educational Assistant	Hampton	Quispamsis Middle	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA093HA	Educational Assistant	Hampton	Rothsay Park	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	December 18, 2026 with possibility of extension	
EA094HA	Educational Assistant	Hampton	Sussex Corner Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA095HA	Educational Assistant	Hampton	Sussex Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA096HA	Educational Assistant	Hampton	Sussex Middle	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	

EA097SJ	Educational Assistant	Saint John	Bayside Middle	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA098SJ	Educational Assistant	Saint John	Bayview School	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA099SJ	Educational Assistant	Saint John	Beaconsfield (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA100SJ	Educational Assistant	Saint John	Centennial (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA101SJ	Educational Assistant	Saint John	Champlain Heights	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA102SJ	Educational Assistant	Saint John	Harbour View High	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA103SJ	Educational Assistant	Saint John	M. Gerald Teed (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA104SJ	Educational Assistant	Saint John	Prince Charles (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA105SJ	Educational Assistant	Saint John	Princess Elizabeth (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA106SJ	Educational Assistant	Saint John	Saint Rose School	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA107SJ	Educational Assistant	Saint John	Seaside Park Elementary (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA108SJ	Educational Assistant	Saint John	Simonds High (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA109SJ	Educational Assistant	Saint John	St. John the Baptist/King Edward (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	

EA110SJ	Educational Assistant	Saint John	St. Malachy's High	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA111SJ	Educational Assistant	Saint John	Westfield School	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA112SJ	Educational Assistant	Saint John	Bayview School	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA113SJ	Educational Assistant	Saint John	Centennial School	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA114SJ	Educational Assistant	Saint John	Loch Lomond School	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA115SJ	Educational Assistant	Saint John	M. Gerald Teed (2 positions)	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA116SJ	Educational Assistant	Saint John	Seaside Park Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA117SJ	Educational Assistant	Saint John	Simonds High	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	November 13, 2026 with possibility of extension	
EA118SJ	Educational Assistant	Saint John	St. Malachy's High	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	May 15, 2027	
EA119SS	Educational Assistant	St. Stephen	Blacks Harbour School	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA120SS	Educational Assistant	St. Stephen	Lawrence Station Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA121SS	Educational Assistant	St. Stephen	St. Stephen Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA122SS	Educational Assistant	St. Stephen	Fundy Middle and High	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	February 6, 2027	

EA123SS	Educational Assistant	St. Stephen	Grand Manan Community School	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA124SS	Educational Assistant	St. Stephen	Grand Manan Community School	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	September 4, 2026	June 25, 2027	
EA125SS	Educational Assistant	St. Stephen	St. Stephen Elementary	Temporary	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
SA006HA	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

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All Anglophone South School District facilities are scent reduced environments.

Recent Appointments:

Harry Miller Middle	EA	Perm	Jennica St. Coeur
Rothsay Park	EA	Perm	Brittany Gahan, Tammy Ellis

Bayview	EA	Perm	Erika Douthwright, Bonnie Steele
Beaconsfield	EA	Perm	Tanya Flood, Kyndra Sweet, Jacinda Hamilton
Centennial	EA	Perm	Jessica Harding'
Forest Hills	EA	Perm	Sage Jackson, Danielle Belding, Laura Button, Danielle Scott
Fundy Shores	EA	Perm	Bridgette Sullivan
Prince Charles	EA	Perm	Tessa Bolduc, Amanda Isenor
Princess Elizabeth	EA	Perm	Kristy-Lynn Northrup, Chelsea Hurley, Jessica Ryan, Brittany Mazerolle
Saint John High	EA	Perm	Jenna Derrah
Saint Rose	EA	Perm	Mandie Bertin
Seaside Park	EA	Perm	Cheryl Reid, Jennifer Eagles, Mary-Ann Roy, Chelsea Norwood, Kristen Adams, Elise Landry, Kaiya Reynolds, Jason Johnson, Brandy Carroll, Kayla McQuinn, Alyssa Yeomans, Jaqueline Orozco Cortes, Sarah Hoellwarth, Bobbi-Hoy Russell, Catherine Theriault
St. John Baptist/King Edward	EA	Perm	Meghan Eldridge-O'Brien, Benjamin Corbett
St. Malachy's Memorial	EA	Perm	Sonja Dollar
Westfield	EA	Perm	Jessica Harris
Grand Manan	EA	Perm	Sydney England
HEC	SA #829	Perm	Jodi Brennan
HEC	SA #718	Perm	Shawna Vandeligt
HEC	SA #717	Perm	Erica Meunier