

ANGLOPHONE SOUTH SCHOOL DISTRICT
September 10, 2026
CUPE 2745 VACANCY
ROUND #8

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, September 16, 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
DAS005SS	District Administrative Support- DAS III – (12 months)	St. Stephen	St. Stephen Education Center (2 positions)	Permanent	7.25	36.25	\$2039.-\$2366. 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:

HEC	DASIII	Temp	Jennifer Shephard
Dr. A.T Leatherbarrow	SAAll	Perm	Laura Robichaud

Centennial	SAAll	Perm	Kim Bainbridge
Chris Saunders	EA	Perm	Brittney Harkiolakis
Fairvale	EA	Perm	Jennifer McCullum
Hampton Elem	EA	Perm	Terri Ricketson
Hampton High	EA	Perm	Melissa McLellan
Norton Elem	EA	Perm	Linda Gray
Quispamsis Middle	EA	Perm	Shawna Vandeligt
Rothsay Elem	EA	Perm	Damien Estabrooks, Bridget Stewart, Tammy Ellis, Chantal Northrup
Sussex Elem	EA	Perm	Robbi Chestnut, Kody Gard
Sussex Middle	EA	Perm	Mary-Francis Keirstead
Sussex High	EA	Perm	Stacy Adair
Hampton Elem	EA	Temp	Susan Clark
Sussex High	EA	Temp	Nicole MacDonald, Lisa McMurray
Bayview	EA	Perm	Cathy MacDonald, Kaiya Reynolds
Beaconsfield	EA	Perm	Corissa Arseneau, Brandy Carroll
Centennial	EA	Perm	Jessica Blagden, MacKenzie Todd
Forst Hills	EA	Perm	Jessica Ryan, Lisa Seath, Michaela Goodsell
Glen Falls	EA	Perm	Chelsea Norwood
Harbour View	EA	Perm	Jennifer Doyle
Loch Lomond	EA	Perm	Kimberly Legere
M. Gerald Teed	EA	Perm	Latish Fulton
Princess Elizabeth	EA	Perm	Jennica St. Coeur
Saint John High	EA	Perm	Arynne Farquharson
Saint Rose School	EA	Perm	Tanya Lynn Smith, Angela Perrin
Seaside Park Elem	EA	Perm	Caitilin Curran-Wall
St. Malachy's High	EA	Perm	James Lamey
Bayside Middle	EA	Temp	Lindsey Hamilton
Glen Falls	EA	Temp	Bonnie Steel
St. George Elem	EA	Perm	Bridgette Sullivan, Hannah Guitard
St. George Elem	EA	Temp	Megan Dempsey
Milltown Elem	EA	Temp	Roselyn Guest