

ANGLOPHONE SOUTH SCHOOL DISTRICT

October 8, 2026

CUPE 2745 VACANCY

ROUND #12 – Revision 3

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

Written applications **must be received by** the undersigned at the Human Resources Department up to and including **Friday, October 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	Comments
STA002SJ	Speech Therapy Assistant (12 Months) (Talk With Me)	Saint John	Office of the Superintendent	Permanent	7.25	36.25	\$31.46/hr.	Immediately		

DEFINITION: This is work primarily assisting Speech Language Pathologists implement and establish therapy plans to groups and/or individuals. Under the direction of the Director of Education Support Services or the Director of Early Childhood Services, duties include but are not limited to: assisting Speech Language Pathologists with client assessments/screenings; implementing therapy plans or programs with individual clients or in group sessions; assisting clients in activities; monitoring, recognizing and reporting/documenting on changes in client's status; preparing and organizing materials, equipment and documents for educational and therapy sessions; educating clients, parents and the community; and maintaining equipment and supplies.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the service.

QUALIFICATIONS: High school graduation plus an additional rehabilitation program/course of over one year or an 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
SAA016SJ	School Administrative Assistant II (10 Months)	Saint John	Grand Bay Primary	Permanent	7.25	36.25	\$37.98/hr. Effective March 1, 2026	Immediately		
SAA017SJ	School Administrative Assistant II (10 months)	Saint John	Princess Elizabeth	Permanent	7.25	36.25	\$37.98/hr. Effective March 1, 2026	Immediately		

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
DAS007SJ	District Administrative Support- DAS III – (12 months) (Talk With Me)	Saint John	Office of the Superintendent	Permanent	7.25	36.25	\$2039.-\$2366. bi-weekly	Immediately	
DAS008SJ	District Administrative Support- DAS III – (12 months) (Curriculum Team)	Saint John	Office of the Superintendent	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.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs. per day	Hrs. per week	Rate of Pay	Effective Date	End Date	Comments
SA008HA	Student Attendant	Hampton	Hampton Education Centre: BUS# 829	Permanent	6	30	\$29.63/hr. Effective: March 1, 2026	Immediately		

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.

Comp. #	Classification	Education Centre	School Location	Perm / Temp	Hrs./ day	Hrs. / Week	Rate of Pay	Effective Date	End Date	Comments
EA213HA	Educational Assistant	Hampton	Fairvale Elementary	Permanent	6	30	~~\$37.45/hr.~~ Effective March 1, 2026	Immediately	June 25, 2027	Cancelled
EA214HA	Educational Assistant	Hampton	Hampton Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA215HA	Educational Assistant	Hampton	Hampton Middle (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA216HA	Educational Assistant	Hampton	Harry Miller Middle (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA217HA	Educational Assistant	Hampton	Norton	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA218HA	Educational Assistant	Hampton	Quispamsis Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA219HA	Educational Assistant	Hampton	Rothsay High	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA220HA	Educational Assistant	Hampton	Rothsay Park	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	

EA221HA	Educational Assistant	Hampton	Sussex Regional High (2 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA222HA	Educational Assistant	Hampton	Chris Saunders	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA223HA	Educational Assistant	Hampton	Hampton Middle	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	January 2, 2027 with possibility of extension	
EA224HA	Educational Assistant	Hampton	Lakefield Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	December 18, 2026 , with possibility of extension	
EA225HA	Educational Assistant	Hampton	Sussex Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA226HA	Educational Assistant	Hampton	Sussex Regional	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA227SJ	Educational Assistant	Saint John	Bayview School	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA228SJ	Educational Assistant	Saint John	Centennial	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA229SJ	Educational Assistant	Saint John	Champlain Heights	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA230SJ	Educational Assistant	Saint John	Forest Hills	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA231SJ	Educational Assistant	Saint John	Glenn Falls (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA232SJ	Educational Assistant	Saint John	M.G. Teed	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	

EA233SJ	Educational Assistant	Saint John	Millidgeville North	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA234SJ	Educational Assistant	Saint John	Prince Charles	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA235SJ	Educational Assistant	Saint John	Saint John High (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA236SJ	Educational Assistant	Saint John	Seaside Park (3 positions)	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25,2027	
EA237SJ	Educational Assistant	Saint John	Centennial	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA238SJ	Educational Assistant	Saint John	M.G. Teed	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA239SJ	Educational Assistant	Saint John	Westfield	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	March 01, 2027, with possibility of extension	
EA240SS	Educational Assistant	St. Stephen	Back Bay Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA241SS	Educational Assistant	St. Stephen	Grand Manan Community	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA242SS	Educational Assistant	St. Stephen	St. Stephen Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA243SS	Educational Assistant	St. Stephen	St. Stephen High	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA244SS	Educational Assistant	St. Stephen	St. Stephen Middle	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA245SS	Educational Assistant	St. Stephen	Vincent Massey Elem	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	

EA246SS	Educational Assistant	St. Stephen	St. Stephen Elementary	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA247SS	Educational Assistant	St. Stephen	St. George Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA248HA	Educational Assistant	Hampton	Harry Miller Middle	Temporary	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA249SS	Educational Assistant	St. Stephen	Milltown Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	June 25, 2027	
EA250HA	Educational Assistant	Hampton	Lakefield Elementary	Permanent	6	30	\$37.45/hr. Effective March 1, 2026	Immediately	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.

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:

Seaside Park	EA	Perm	Julia Cristina, Elizabeth Gibbons
Westfield	EA	Perm	Heidi Morehouse
Seaside Park	EA	Temp	Cheyenne Scott

St. Jean Baptiste	EA	Temp	Brian Theriault
Fundy Middle and High	EA	Perm	Jessica Harris
HEC #718	SA	Temp	Vicki Gorman
Prince Charles	ALT	Perm	David Hillier
Princess Elizabeth	ALT	Perm	Catherine Collins
HEC	STA	Perm	Allison Folkins
Chris Saunders	SAAll	Perm	Lydia Smit
Hampton Middle	EA	Perm	Brittany Gahan, Jodi Brennan
Harry Miller	EA	Perm	Xilan Liang
K Park	EA	Perm	Holly Oliver, Ashley Lanteigne
Lakefield Elem	EA	Perm	Carly Chase, Brittney Harkiolakis, Jesica DeMerchant
MacDonald Consolidated	EA	Perm	Shianne Kindred
QES	EA	Perm	Alicia Renovato
QMS	EA	Perm	Shawna Vandelight, Lisa Seath
Rothsay Park	EA	Perm	Naomi Hebert
Sussex Elem	EA	Perm	Sarah Goddard
Sussex Middle	EA	Perm	Lisa McMurray
Sussex Regional	EA	Perm	Nicole MacDonald, Elizabeth, Rideout, Shianne Geldart
DATL	EA	Temp	Heather Clark
Hammond River	EA	Temp	Terri Ricketsn
Harry Miller	EA	Temp	Nicholas Salerno
Lakefield Elem	EA	Temp	Megan Robertson
QES	EA	Temp	Lesa Blakely
Rothsay Elem	EA	Temp	Rachelle Legere
Sussex Elem	EA	Temp	Dyllan Taylor
Bayside	EA	Perm	Crystal Dean
Bayview	EA	Perm	Zohra Kaddouri
Beaconsfield	EA	Perm	Kayla McQuinn
Centennial	EA	Perm	Brandy Carroll, Caitlin Curran-Wall, Jazmine Hoard
Forest Hills	EA	Perm	Hannah Ryan
Harbourview	EA	Perm	Sheila Goguen
Hazen White	EA	Perm	Gregory Brown
Island View	EA	Perm	Susan May, Megan Hunter, Tessa Bolduc
Lakewood Heights	EA	Perm	Tanya Burns, Sarah Furlong
Millidgeville North	EA	Perm	Latisha Fulton
Saint John High	EA	Perm	Heidi Morehouse, Arynne Farquharson
Seaside Park	EA	Perm	Julia Velten Celestino, Elizabeth Gibbons, Aimey McMahon
Simonds	EA	Perm	Christine Patterson
Centennial	EA	Temp	Danielle De Almeida Pereira
Forest Hills	EA	Temp	Naser Alnaser
Inglewood	EA	Temp	Lausa Shand
Westfield	EA	Temp	Melissa Callaghan
Blacks Harbour	EA	Perm	Erica Dewar
Fundy Middle and High	EA	Perm	Jacqueline Burns
Grand Manan	EA	Perm	Andria O'Neill

St. Stephen Elem	EA	Perm	Joshua McFarlane
St. Stephen High	EA	Perm	Angela McFarlane
St. Stephen Middle	EA	Perm	Danielle R. Scott
Grand Manan	EA	Temp	Bryanna Smart
HEC #752	SA	Perm	Jennifer O'Brien