



**EMPLOYMENT  
OPPORTUNITIES**  
WE ARE AN EQUAL  
OPPORTUNITY EMPLOYER

**CUPE 2745 MEMBERS - Permanent**

**2024-2025 School Year**

**Duties of Position:**

As per attached job description.

**Essential and Desirable Qualifications:** As per attached. Candidate must be capable of carrying out assigned duties and possess the ability to work as part of a team. Written and spoken competence in English is essential.

**EDUCATIONAL ASSISTANT POSTINGS:**

**Location and Hours of Work:**

- **Millerton - Competition # 25-036- 25-037**  
Two (2) Vacant Position – 6.0 hours per day – 30 hours per week
- **Nelson Rural- Competition # 25-038.**  
One (1) Vacant Position – 6.0 hours per day – 30 hours per week
- **Bathurst High School -Competition # 25-039.**  
One (1) Vacant Position – 6.0 hours per day – 30 hours per week
- **EWG – Competition # 25-040.**  
One (1) Vacant Position – 6.0 hours per day – 30 hours per week

**Wage or Salary Rate:**

\$32.45 per hour/Educational Assistant (as of March 1, 2022)

**Posting Date: February 11, 2025**

**Closing Date: February 19, 2025 @12:00 pm (noon)**

**Apply To: All Applications must be submitted through Apply to Education  
Links can be found on ASD-N Human Resources for Apply to Education under each posting**

## **EDCUATIONAL ASSISTANT**

### **DEFINITION**

This is work 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.

### **QUALIFICATIONS**

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.