



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

## **CUPE 2745 PERMANENT MEMBERS ONLY**

### **PERMANENT POSITIONS - REVISED**

**2025-2026 School Year**

#### **Duties of Position:**

As per the 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:**

- **Blackville School - Competition #25-087**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **Bonar Law – Competition - #25-088, #25-089, #25-090, #25-091**  
Four (4) Permanent Positions – 6.0 hours per day – 30 hours per week
- **Campbellton Middle School - Competition #25-092**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **Jacquet River School - Competition #25-093**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **James M Hill - Competition #25-094, #25-095, #25-096, #25-097**  
Four (4) Permanent Positions – 6.0 hours per day – 30 hours per week
- **Janeville Elementary School – Competition #25-098**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **King Street Elementary – Competition #25-099**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **Lord Beaverbrook School – Competition #25-100, #25-101**  
Two (2) Permanent Positions – 6.0 hours per day – 30 hours per week
- **Miramichi Valley High – Competition #25-102, #25-103, #25-104, #25-105, #25-106**  
Five (5) Permanent Positions – 6.0 hours per day – 30 hours per week

- **NSER - Competition #25-107**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **Parkwood Heights Elementary – Competition #25-108, #25-109, #25-110, #25-111, #25-112**  
Five (5) Permanent Positions – 6.0 hours per day – 30 hours per week
- **Harcourt - Competition #25-113**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **Rexton Elementary School - Competition #25-114, #25-115**  
Two (2) Permanent Positions – 6.0 hours per day – 30 hours per week
- **Superior Middle School - Competition #25-116**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **Sugarloaf Senior High - Competition #25-117, #25-118, #25-119, #25-120, #25-121, #25-122**  
Six (6) Permanent Positions – 6.0 hours per day – 30 hours per week
- **Terry Fox Elementary School - Competition #25-123, #25-124, #25-125**  
Three (3) Permanent Positions – 6.0 hours per day – 30 hours per week
- **Miramichi Rural School - Competition #25-129**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- **Jacquet River School - Competition #25-154 - NEW**  
One (1) Permanent Position – 6.0 hours per day – 30 hours per week

### **SCHOOL ADMINISTRATIVE SUPPORT POSTING**

#### **Location and Hours of Work**

- **Rexton Elementary School – School Administrative Assistant II - Competition #25-127**  
One (1) Permanent Position – 7.25 hours per day - 36.25 hours per week (10-month)

#### **Wage or Salary Rate:**

\$32.45 per hour/Educational Assistant (as of March 1, 2022)  
\$32.98 per hour/SAA II (as of March 1, 2022)

**Posting Date: June 11, 2025**

**Closing Date: June 18, 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**



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## **CUPE 2745 PERMANENT MEMBERS ONLY**

### **TEMPORARY POSITIONS - REVISED**

**2025-2026 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:**

- **Blackville School - Competition #25-128**  
One (1) Temporary Position September 2, 2025, until June 19, 2026 - 6.0 hours per day - 30 hours per week
- **Dalhousie Regional – Competition # 25-130**  
One (1) Temporary Position September 2, 2025, until March 1, 2026, with possibility of extension - 6.0 hours per day - 30 hours per week
- **EWG – Competition # 25-131**  
One (1) Temporary Position September 2, 2025, until November 30, 2025, with possibility of extension - 6.0 hours per day - 30 hours per week
- **Max Aitken - Competition #25-132, #25-139**  
Two (2) Temporary Positions September 2, 2025, until June 19, 2026 - 6.0 hours per day - 30 hours per week
- **Miramichi Rural – Competition # 25-133 - RESCINDED**  
**One (1) Temporary Position September 2, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week**
- **Nelson- Competition # 25-134**  
One (1) Temporary Position September 2, 2025, until December 31, 2025, with possibility of extension– 6.0 hours per day – 30 hours per week

- **Sugarloaf Senior High- Competition # 25-135**  
One (1) Temporary Position September 2, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week
- **Terry Fox Elementary- Competition # 25-136**  
One (1) Temporary Position September 2, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week
- **MVHS – Competition # 25-137**  
One (1) Temporary Position September 2, 2025, until October 31, 2025, with possibility of extension - 6.0 hours per day - 30 hours per week
- **Dr. Losier - Competition # 25-138**  
One (1) Temporary Position September 2, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week
- **Gretna Green - Competition # 25-152 - NEW**  
One (1) Temporary Position September 2, 2025, until June 19, 2026 – 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: June 11, 2025**

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## **Classification Specifications Part II of the Public Service**

### **EDUCATIONAL 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.

## **Classification Specifications Part II of the Public Service**

### **SCHOOL ADMINISTRATIVE ASSISTANT II**

0312-261 Revised 04-07

#### **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.