



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

ALL CUPE 2745 MEMBERS

Permanent Positions

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:

- Janeville Elementary – Competition #25-272
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- King Street Elementary – Competition #25-259
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- L.E. Reinsborough – Competition #25-252
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- Max Aitken Academy – Competition #25-253
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- Miramichi Valley High School – Competition #25-254, #25-265
Two (2) Permanent Position – 6.0 hours per day – 30 hours per week

SCHOOL ADMINISTRATIVE SUPPORT POSTING

Location and Hours of Work

- Bathurst High School – School Administrative Assistant II - Competition #25-273
One (1) Permanent Position – 6.0 hours per day – 30 hours per week (10-month)

SCHOOL LIBRARY WORKER POSTING

Location and Hours of Work

- Blackville / Millerton – School Library Worker I - Competition #25-274 - REVISED
One (1) Permanent Position – Blackville (21 hours) – Millerton (4 hours) for a total of 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)

\$22.74 per hour/SLW I (as of March 1, 2022)

Posting Date: September 2, 2025

Closing Date: September 9, 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**



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

ALL CUPE 2745 MEMBERS

Temporary Positions

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:

- Bonar Law Memorial School - Competition #25-255
One (1) Temporary Position. Effective until June 19, 2026 – 6.0 hours per day - 30 hours per week
- Dr. Losier Middle School - Competition #25-256, #25-257
Two (2) Temporary Positions. Effective until June 19, 2026 – 6.0 hours per day – 30 hours per week
- King Street Elementary School - Competition #25-258,
One (1) Temporary Positions. Effective until June 19, 2026 – 6.0 hours per day – 30 hours per week
- King Street Elementary School - Competition #25-260
One (1) Temporary Position. Effective until Dec 19, 2025, with the possibility of extension – 6.0 hours per day – 30 hours per week
- Max Aitken Academy - Competition #25-261, #25-262
Two (2) Temporary Position. Effective until June 19, 2026 – 6.0 hours per day – 30 hours per week
- Max Aitken Academy - Competition #25-263
One (1) Temporary Position. Effective until January 30, 2026, with the possibility of extension - 6.0 hours per day - 30 hours per week
- Miramichi Valley High School - Competition #25-264
One (1) Temporary Position. Effective until October 31, 2025, with the possibility of extension - 6.0 hours per day
- 30 hours per week
- Superior Middle School - Competition #25-266
One (1) Temporary Position. Effective until Dec 19, 2025, with the possibility of extension - 6.0 hours per day - 30 hours per week
- Tabusintac School - Competition #25-267
One (1) Temporary Position. Effective until Dec 19, 2025, with the possibility of extension - 6.0 hours per day - 30 hours per week

- Terry Fox Elementary School - Competition #25-268, #25-269
Two (2) Temporary Positions. Effective until June 19, 2026 – 6.0 hours per day – 30 hours per week

STUDENT ATTENDANT POSTING:

Location and Hours of Work:

- L.E. Reinsborough School – Student Attendant - Competition #25-270
One (1) Temporary Position to support primary grades. Effective until March 1, 2026, with the possibility of extension - 6.0 hours per day - 30 hours per week

DISTRICT ADMINISTRATIVE SUPPORT POSTING:

Location and Hours of Work:

- MEC – DAS III – Administrative Services (HR/Payroll) Competition #25-271 - REQUIRES TESTING
One (1) Temporary Position – 7.25 hours per day – 36.25 hours per week. Effective until July 10, 2026, with the possibility of extension.

Applicants must write and pass the DAS III HR/Payroll Test

Wage or Salary Rate:

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

\$24.63 per hour/SA (as of March 1, 2022)

\$1676.00 - \$2003.00 Bi-weekly/District Administrative Support III (as of March 1, 2022)

Posting Date: September 2, 2025

Closing Date: September 9, 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**

**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**

STUDENT ATTENDANT

DEFINITION

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.

QUALIFICATIONS

The ability to read and write, understand instructions and to relate to exceptional students. 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

DISTRICT ADMINISTRATIVE SUPPORT - LEVEL 3

0203-261 Revised 03-03

DEFINITION

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 are 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. 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.

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.

Classification Specifications Part II of the Public Service

School Library Worker I

DEFINITION

This is library work under the direction and supervision of a school administrator or School Library Assistant II that involves assisting individuals or groups in various library activities. Duties include ordering, processing, shelving, mending, taking inventory and weeding library materials; typing, filing and keeping various clerical records; purchasing, copying and revising catalogue records; maintaining supplies and operating electronic office equipment. Work involves establishing and maintaining circulation files, providing directional assistance with library policies and procedures, informational assistance to patrons in the use of manual and computerized data bases, basic reference assistance, preparing displays and simple finding aids. Work in the library may also include the supervision of students and volunteers. 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 and some related work experience; or any equivalent combination of training and experience