



**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:

- Dr. Losier Middle School – Competition #25-220
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- King Street Elementary – Competition #25-221
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- Lord Beaverbrook School – Competition #25-222, #25-223
Two (2) Permanent Positions – 6.0 hours per day – 30 hours per week
- Max Aitken Academy – Competition #25-224
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- Miramichi Rural School – Competition #25-225
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- Terry Fox Elementary School – Competition #25-226
One (1) Permanent Position – 6.0 hours per day – 30 hours per week

STUDENT ATTENDANT POSTINGS:

Location and Hours of Work:

- Dalhousie Area – Competition #25-227
One (1) Permanent Position – 7.0 hours per day – 35 hours per week
- Bathurst Area (P.H.E.S) – Competition #25-228
One (1) Permanent Position – 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 #25-229 - REQUIRES TESTING
One (1) Permanent Position – 7.25 hours per day – 36.25 hours per week

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: August 18, 2025

Closing Date: August 25, 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
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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:

- Blackville School - Competition #25-230
One (1) Temporary Position Aug 29, 2025, until November 21, 2025, with the possibility of extension - 6.0 hours per day - 30 hours per week
- Blackville School - Competition #25-231
One (1) Temporary Position Aug 29, 2025, until June 19, 2026 - 6.0 hours per day - 30 hours per week
- Bonar Law Memorial School - Competition #25-232
One (1) Temporary Position Aug 29, 2025, until October 31, 2025, with the possibility of extension - 6.0 hours per day - 30 hours per week
- Campbellton Middle School - Competition #25-233
One (1) Temporary Position August 29, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week
- Dr. Losier Middle School - Competition #25-234
One (1) Temporary Position August 29, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week
- L.E. Reinsborough School - Competition #25-235
One (1) Temporary Position August 29, 2025, until March 1, 2026, with the possibility of extension – 6.0 hours per day – 30 hours per week
- Miramichi Valley High - Competition #25-236, #25-237, #25-238
Three (3) Temporary Positions August 29, 2025, until June 19, 2026 - 6.0 hours per day - 30 hours per week
- Nelson Rural School - Competition #25-239
One (1) Temporary Position August 29, 2025, until December 19, 2025 – 6.0 hours per day, with the possibility of extension – 30 hours per week
- Parkwood Heights Elementary School - Competition #25-240
One (1) Temporary Position August 29, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week

- Superior Middle School- Competition #25-241
One (1) Temporary Position August 29, 2025, until June 19, 2026 – 6.0 hours per day – 30 hours per week
- Terry Fox Elementary School- Competition #25-242
One (1) Temporary Position August 29, 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: August 18, 2025
Closing Date: August 25, 2025, @ 12:00 PM (noon)

Apply To: All Applications must be submitted through Apply to Education
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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

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.