



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

ALL CUPE 2745 MEMBERS
Permanent and Temporary 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.

PERMANENT EDUCATIONAL ASSISTANT POSTINGS:

Location and Hours of Work:

- Bathurst High School – Competition #25-367
One (1) Permanent Position – 6.0 hours per day – 30 hours per week
- Superior Middle School – Competition #25-368
One (1) Permanent Position – 6.0 hours per day – 30 hours per week

TEMPORARY EDUCATIONAL ASSISTANT POSTING

- Miramichi Valley High – Competition #25-369
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until June 19, 2026

DISTRICT ADMINISTRATIVE SUPPORT POSTING

Location and Hours of Work:

- MEC – DAS III – Administrative Services -Competition #25-370 - REQUIRES TESTING
One (1) Permanent Position – 7.25 hours per day – 36.25 hours per week

Applicants must write and pass the DAS III Budget & Accounting Test

Wage or Salary Rate:

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

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

Posting Date: October 27, 2025
Closing Date: November 3, 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**

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.