



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

ALL CUPE 2745 MEMBERS

Permanent Position

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.

SCHOOL ADMINISTRATIVE SUPPORT POSTING

Location and Hours of Work

- Eleanor. W. Graham Middle School – School Administrative Assistant II - Competition #26-015
One (1) Permanent Position – 7.25 hours per day – 36.25 hours per week (10-month)

(All applicants must have passed the SAA Test)

Wage or Salary Rate:

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

Posting Date: January 29, 2026

Closing Date: February 5, 2026, at 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**

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.