



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

CUPE 2745 MEMBERS – Temporary Positions
2026-2027 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.

TEMPORARY EDUCATIONAL ASSISTANT POSTINGS:

Location and Hours of Work:

- **Napan Elementary – Competition # 26-204**
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until June 25, 2027
- **Miramichi Rural – Competition # 26-205**
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until June 25, 2027
- **Bonar Law Memorial – Competition # 26-171**
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until December 18, 2026, with the possibility of extension.
- **Bonar Law Memorial – Competition # 26-213**
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until June 4, 2027, with the possibility of extension.
- **Bonar Law Memorial – Competition # 26-215**
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until March 26, 2027, with the possibility of extension.
- **Rexton Elementary – Competition # 26-173**
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until December 18, 2026, with the possibility of extension.
- **Rexton Elementary – Competition # 26-221**
One (1) Temporary Position – 6.0 hours per day – 30 hours per week until June 25, 2027

TEMPORARY STUDENT BUS ATTENDANT POSTING

- **Parkwood Heights Elementary School – Competition # 26-218**
One (1) Temporary Position – 6.0hours per day – 30 hours per week until December 18, 2026, with the possibility of extension.

TEMPORARY DISTRICT ADMINISTRATIVE SUPPORT POSTING

Location and Hours of Work

- **MEC – DAS III – Talk with Me Services – Competition # 26-175**
One (1) Temporary Position 7.25 hours per day – 36.25 hours per week until July 30, 2027, with possibility of extension.
- **DEC – DAS III – HR/PAYROLL – Competition # 26-227**
One (1) Temporary Position 7.25 hours per day – 36.25 hours per week, 1-year term, effective immediately. with the possibility of extension.
- **DEC – DAS III – HR– Competition # 26-228**
One (1) Temporary Position 7.25 hours per day – 36.25 hours per week, effective immediately until November 1, 2026, with the possibility of extension.

(Testing required for the DAS III positions)

Wage or Salary Rate:

\$37.45 per hour/Educational Assistant (as of March 1, 2026)

\$29.63 per hour/ Student Attendant (as of March 1, 2026)

\$2039.00 - \$2366.00 Bi-weekly/District Administrative Support III (as of March 1, 2026)

Posting Date: July 9, 2026

Closing Date: July 15, 2026 @ 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

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.

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.