ANGLOPHONE NORTH SCHOOL DISTRICT

CASUALS

Application Procedures

All individuals interested in casual employment need to submit the attached initial 2 page application. Once you have completed the application, please return to the District Office – 78 Henderson Street, Miramichi, NB, E1N 2R7 – Attn: Crystal Falconer. Your application will be reviewed and you will be contacted to arrange an interview.

Interview/Hiring Package

All applicants must attend an interview/orientation session. The purpose of the interview/orientation session is to determine whether you meet the required qualifications and to discuss the details of the position, payroll procedures, district policies, etc. If approved, you will be given a copy of the complete application package. With this, you must also submit a Criminal Record Check (completed within the last 6 months).

Certificates

Below is the minimum qualifications for each position. If applicable, please attached a copy of the required certificate.
School Library Worker – Library Worker course preferred but not mandatory. Some clerical experience would be beneficial
School Administrative Assistant – 1 year post secondary clerical/secretarial course. Some experience would be beneficial
Educational Assistant – 1 year relevant course and experience
- Online Course (must complete a 6 week unpaid practicum within the District 2 weeks Elementary Level, 2 weeks Middle Level, 2 weeks High School Level).
School Intervention Worker – 2 year relevant post-secondary course or 2-year University with concentration in Sociology and experience
Custodian – Grade 12 or GED
School Bus Driver – Grade 12 or GED and be over 21 years of age

AESOP

The District uses an Absence Management system called AESOP. This automated system will contact casuals when work is available. Once approved for work, a login and pin will be provided so that you can access AESOP.
You are able to accept or reject jobs as they become available. You can also sign in to AESOP to search for available jobs. You can choose which schools you want to work at and book off days that you are not available.