

Swansea Public Schools
NOTICE OF VACANCY / VACANCIES

Title of Position:

Substitute Secretary

Date Needed:

on call, as needed

Location:

Administration Building (year round)
Elementary Schools (School Year)

Salary Range:

TDB

This position serves as a secretary performing mid-level secretarial and specialized clerical duties to support efficient school operations. This is an on-call position. The number of days called and hours available vary and are not guaranteed.

Qualifications Required:

Education:

- Associates Degree preferred

Experience:

- Strong verbal and written communication skills
- Ability to maintain confidential information related to student records, correspondence and working relationships
- Computer experience with knowledge of MS Word, Excel and Google Apps
- Excellent receptionist and professional telephone skills
- Ability to perform several diverse tasks simultaneously
- Must enjoy working with students, parents, teachers and administrators
- Ability and commitment to practice cultural competency and demonstrate respect for diversity

Please send letter of interest, resume and three letters of recommendation to:

Mr. John J. Robidoux, Superintendent of Schools
Swansea Public Schools
1 Gardners Neck Road
Swansea, MA 02777

Deadline: open

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