



NASHOBA

Regional School District

5/3/2017

Anticipated Vacancy 2017 - 2018 Academic Year

Position: Secretary .5 FTE
Start Date: July 1, 2017
Department/Location: The Center School
Pay: In accordance with bargained scale
Hours: Monday – Friday; 20 hours

Organizational Scope:

Working in the main office of The Center School, this position reports directly to the Building Principal.

Position Responsibilities:

Under the Direction of the Building Principal:

- Assists the Administrative Assistant with duties as required
- Answers telephone, directs calls, greets members of the public, faculty and students
- Maintains both paper and electronic files (databases)
- Provides clerical support for Administrative Staff
- Uses technology to communicate and correspond with faculty, staff, parents, teachers and community
- Gathers, analyzes, and interprets data needed for compiling reports
- Works within the requirements of the DESE and the District
- Other duties as assigned

Job Qualifications & Physical Demands:

Must have at least five years of office experience, be proficient with Microsoft office, be cooperative, have excellent communication skills, be able to provide outstanding customer service, work as a team member, manage day-to-day events involving young children.

Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy. Must be able to sit for long periods, lift up to 25 pounds, move, bend and twist regularly at the waist, knees and neck.

To Apply: Apply through SchoolSpring. See link to Schoolspring on the NRSD website: www.nrsd.net "Employment Opportunities".

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.