# Southington Public Schools

# February 5, 2018

## NOTICE OF VACANCY

INTERNAL POSTING

## POSITION: Elementary and Middle School Secretary (Class II)

## Monday through Friday / 8:00 am until 4:00 pm

## 37.50 hours per week / 260 day work year

## LOCATION: J. A. DePaolo Middle School

## SALARY: $22.43 - $25.60

#### FINGERPRINTING AND DRUG TESTING WILL BE REQUIRED FOR NEW EMPLOYEES

**DESCRIPTION** Perform office routines including, but not limited to, preparation of reports, correspondence,

**OF POSITION:** notices, agendas and PPT documents, under the direction of the immediate supervisor.

Receive and route all incoming calls as well as distributing mail. Maintain MSDS files and organize and distribute school keys. Assist with the preparation of the budget, ordering and inventory procedures for the office. Maintain all student records including scheduling, attendance and special education information utilizing student information computer systems. Maintain all requests for use of facilities. Welcome visitors and screen unexpected callers in accordance with established policy. Maintain a schedule of appointments and make arrangements for conferences and interviews. Coordinate preparation of Connecticut State Department of Education reports. Maintain and coordinate student assessment data. Perform any other job related responsibilities as assigned by the immediate supervisor.

**QUALIFICATIONS:** High School diploma and knowledge and / or experience in secretarial skills. Excellent computer skills including familiarity with Microsoft Office™ and the ability to operate office machinery including, but not limited to, fax machine and copy machine. Knowledge of student information computer systems preferred. Excellent interpersonal and communication skills.

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**APPLICATION**  Please submit your letter of interest and updated resume to:

**PROCEDURE:** Michelle Passamano

Human Resource Manager

200 North Main Street

Southington, CT 06489

**APPLICATION CLOSING DATE:** February 13, 2018