

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

NOTICE OF VACANCY

POSITION: **Administrative Secretary I** (Union Position)
Glastonbury High School – School Counseling Department
10 months – 35 hours per week (193 Days)

HOURLY WAGE: **\$24.89 TBD for 25/26 SY**/Pay Group B
(less \$.50/hr. for the first three months)

DUTIES: Provides secretarial, administrative and clerical support of a confidential nature to the Director of School Counseling. Additionally, to run operations out of our College and Career Center.

QUALIFICATIONS: Excellent secretarial skills with technology proficiency in *Google Apps* and all its applications. Experience with *Google Suite*, *PowerSchool* and *Naviance/Schoollinks* preferred; strong interpersonal skills; ability to relate easily and work well with the public, staff and students; ability to handle multiple tasks at once; ability to run Job Shadow/Internship Experience for students.

STARTING DATE: August 18, 2025

APPLICATIONS: Apply online at www.glastonburyus.org - Posting #2462

See Secretaries/Paraprofessionals – Administrative Secretary I Job Description posted on Glastonbury Public Schools' website for complete information on job requirements and qualifications

**GLASTONBURY PUBLIC SCHOOLS IS COMMITTED TO INCLUSIVE WORK ENVIRONMENTS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**