

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

NOTICE OF VACANCY

POSITION: **Administrative Secretary I** (Union Position)
Gideon Welles School
12 months – 40 hours per week
Hourly Wage: \$24.89/Pay Group B
(less \$.50/hr. for the first three months)

DUTIES: Performs secretarial and clerical/administrative duties for the Principal and the Special Education Supervisor. Provides secretarial, administrative and clerical support to the school. Duties include, but are not limited to, preparing confidential and non-confidential materials; maintaining personnel and student files, and attendance records. Prepares financial reports and tracks budget expenditures as required. Provides assistance for various school activities.

QUALIFICATIONS: Excellent secretarial skills with technology proficiency in *Windows* and all its applications; experience with *PowerSchool*, *iVisions* and *Timeclock Plus* preferred; strong interpersonal skills; ability to relate easily and work well with the public and staff.

Ability to handle multiple tasks at once.

STARTING DATE: ASAP

APPLICATIONS: Apply online at www.glastonburyus.org – Posting #2463

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.**