

11/9/2020

Mt. Blue RSD 9 – Farmington, ME

PART TIME SECRETARY OPENING
20 hours per week

SPECIAL SERVICES DEPARTMENT

Qualifications for this position are:

1. Proficient computer skills (spreadsheets, documents, email, etc.)
2. Proficient written and oral communication skills
3. Basic knowledge of office machines
4. Understanding of confidentiality
5. Education – high school diploma or equivalent
6. Ability to work as a team member or independently
7. Excellent organizational skills
8. CHRC Approval (fingerprinting approval from Maine DOE)

The secretary in this position will be working collaboratively and directly with the Special Services Administrative Assistant to carry out scheduling of Individual Education Plan (IEP) meetings, electronic data management, general office communications, filing etc.

The secretary deals with confidential material and is in a situation where he/she is involved with or has knowledge of information which is confidential in nature and as such he/she must be a person of complete integrity and must maintain confidentiality at all times. Priorities for their work will be under the direction of and determined by the Director or Assistant Director of Special Services.

Interested individuals are encouraged to submit a letter of intent, an application for non-teaching position, current resume, 3 signed letters of recommendation (written within the past three years), transcripts if applicable, and a copy of CHRC Approval.

Mail to: Human Resources- Mt. Blue RSD, 129 Seamon Road, Suite 2, Farmington, ME 04938
or email to cdixon@mtbluersd.org

Position will remain open until a suitable candidate is found. AA/EOE