

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Announcement of Vacancy 2019-2020 School Year

Position: Secretary – Special Services Department
21 Hours/Week; 10 Month Position

Qualifications: High school diploma or equivalency. Three years office/secretarial experience. Ability to work independently and meet deadlines in a busy office setting. Excellent verbal and written communication skills. Computer expertise [Microsoft Office], ability to type with speed and accuracy. Online maintenance of student database, State reports and mandated State programs. Organizational skills, recordkeeping ability, scheduling and coordinating meetings. Ability to multi-task and develop and implement administrative processes. Ability to maintain confidentiality is essential.

Compensation: \$16.46 - \$24.99 per hour commensurate with experience

Application Procedure: Go to <https://www.region18.org/district-information/employment-opportunities> and fill out online application

Please do not mail, email or deliver application materials. All applications must be submitted online.

Date of Posting: August 13, 2019

Closing Date: Until Filled