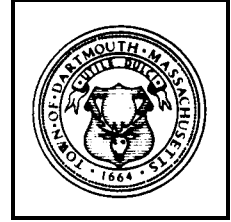


Posting: 26-3-37
Posted: March 30, 2026



Dartmouth Public Schools
Dartmouth, Massachusetts

NOTICE OF POSITION VACANCY

Position Posting: School Year Secretary – Fine and Performing Arts Dept.

Start Date: Immediately

Responsibilities: Per Attached Job Description

Salary Scale: \$24.75 per hour through \$28.09 per hour

Qualifications:

1. High School Diploma; Associate's Degree preferred.
2. Knowledgeable in Microsoft Word, Microsoft Excel, Google Calendar, and all the other applicable office software.
3. Demonstrated abilities to work across schools and the school district in an effective manner.

Persons interested in this position should submit a letter of interest and resume to:

Dr. June Saba-Maguire, Superintendent of Schools
Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748

or via email to Kate Genthner at kathleengenthner@dartmouthschools.org

This posting will remain active until the position is filled.

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.

School District Position Description

Position Title:	School Year Secretary
Department:	Fine and Performing Arts Department
Reports to:	Director of Fine and Performing Arts

SUMMARY: Serves as School Year Secretary for the Fine and Performing Arts Department

ESSENTIAL DUTIES AND RESPONSIBILITIES

DAILY:

- 1. Answer phone inquiries and take messages as well as ordering merchandise and dealing with many questions regarding fundraising and pertinent information regarding the parent support.**
- 2. Work with music and arts instructors (including ordering supplies) from all schools on upcoming events, issues, etc.**
- 3. Work with Director of Fine and Performing Arts Director to prepare projects, letters, concerts, calendar, etc.**

GENERAL:

- 1. Experience with Microsoft Word, Google Drive, Google Suite Apps and Parent Square.**
- 2. Prepare calendar for the year with all performances, shows, etc.... and email to all schools and place on website.**
- 3. Prepare and maintain accurate lists (name, address, telephone numbers, grade & instrument) of fall and winter music students participating in marching band, concert band, stage band, orchestra, chorus, color guard, indoor color guard & indoor percussion.**
- 4. Prepare and distribute letters to parents regarding instrumental demonstration, play-ins, concert performances, parade performances, and other pertinent information as requested by Director of Fine and Performing Arts and 12 music faculty members. Correspondence sent to parents of students participating in elementary band and strings, middle school band and strings, high school band, strings & color guard, also emails to high schools all over New England regarding field show competitions.**
- 5. Compile and create program booklets for concerts, art shows, theater productions, exhibitions, awards nights, and other Fine and Performing Arts events.**
- 6. Prepare and submit materials for district, regional, and state auditions, festivals, exhibitions, and competitions across all Fine and Performing Arts disciplines**
- 7. Prepare packets for parent and chaperone meetings related to Fine and Performing Arts trips and events, including transportation, lodging, and logistics; maintain records of forms, permissions, and payments.**
- 8. Prepare awards and coordinate materials for Fine and Performing Arts recognition events.**

**School Year Secretary – Fine and Performing Arts
Job Description – Page 2**

BOOKKEEPING:

1. Prepare payroll for field show advisors for the fall field show season.
2. Maintain accurate financial records for all Fine and Performing Arts programs, K–12.
3. Manage petty cash accounts and submit reports to the Superintendent’s Office
4. Submit Music Department’s purchase orders to Superintendent’s Office for all schools, grades K-12.
5. Submit budget request from music faculty for all schools, K-12.
6. Submit music department’s complete budget for the school year to the Superintendent of Schools.
7. Collect money from students for Junior District, Senior District, and All-State auditions and festivals.
8. Collect and track student payments for festivals, events, and trips. Keep updated records including Town Fees.
9. Coordinate financial planning for Fine and Performing Arts events and trips (e.g., festivals, exhibitions, performances).
10. Maintain records related to advisors and seasonal staff.

MISCELLANEOUS:

1. Assist to answer in-coming calls to the high school’s main office, as directed.
2. General office filing and organization
3. Register student groups for competitions, festivals, and exhibitions (regional and national organizations).
4. Order office supplies etc. for faculty members system-wide for music program.
5. Complete appropriate material for music festivals and field trips that students will be attending.
6. Prepare and distribute memo to Grade 5 students regarding the music program in the middle school. Collect all memos once filled out by the parent and student as to what program they will be participating in at the middle school.
7. Collect information in incoming Grade 9 students and reviewing with the Director of Fine and Performing Arts.
8. Collect Cori forms from volunteers and chaperones and forward to the Administration Office.
9. Other projects as directed by the Director of Fine and Performing Arts

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**School Year Secretary – Music Department
Job Description – Page 3**

EDUCATION AND/OR EXPERIENCE

1. High School graduate.
2. Associate's degree preferred.
3. Secretarial experience preferred.
4. Demonstrated ability to perform essential duties and responsibilities of the position.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

LANGUAGE SKILLS

Ability to read, proofread and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to operate a personal computer and related software. Ability to develop effective working relationships with building staff. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, climb steps and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms and carry up to 25 lb. packages. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.