

MASCOMA VALLEY REGIONAL SCHOOL DISTRICT - SAU #62

547 US Route 4 - P. O. Box 789, Enfield, NH 03748

Telephone (603) 632-5563 (TDD & Voice)

mascomaschools.org

FAX (603) 632-4181

Amanda Isabelle, Superintendent

Chris Beeso, Special Education Director/504 Coordinator

Michelle Lockwood, Business Administrator

April Guinness, Director of Curriculum

Craig Suttie, Director of Technology

Chris Beeso, Title IX

Lyndsay Porreca, Social Worker

VACANCY

MASCOMA VALLEY REGIONAL HIGH SCHOOL

ATTENDANCE SECRETARY

Mascoma Valley Regional High School is seeking a high school attendance secretary. They are responsible for managing student attendance records and ensuring compliance with school attendance policies. This position plays a vital role in maintaining a positive learning environment by monitoring student attendance and supporting efforts to improve attendance rates. The ideal candidate can handle multi tasks and distractions while maintaining a positive attitude.

8 Hours/Day

5 Days/Week

Start Date: August 1, 2026

Interested applicants please submit a letter of interest in which you briefly share your work background and why this position interests you, resume, District Application and three (3) current letters of reference to:

Tina Fleming, Principal

27 Royal Road

Canaan, NH 03741

(603) 632-4308

tfleming@mvrasd.org

Application Deadline: 4/24/26 or until filled

EEO.EOE

Posted: 4/17/26

Mascoma Inspires! Build the path you want to take.

“We are a community that values creativity, curiosity and the pursuit of excellence, cultivating our strengths and interests to inspire partnerships in the district, community and the world beyond.”

Equal Opportunity Employer * Equal Educational Opportunities