

Posting: 27-3-13  
Posted: June 4, 2026



**Dartmouth Public Schools  
Dartmouth, Massachusetts**

**NOTICE OF POSITION VACANCY**

**DARTMOUTH MIDDLE SCHOOL**

**Position:** School Year Secretary

**Start Date:** August 26, 2026

**Salary Scale:** \$25.62 per hour to \$29.07 per hour

**Qualifications:**

1. High School Diploma; Associate's Degree preferred, and secretarial experience or training.
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.

**Responsibilities:** As per attached job description.

**Terms of Employment** According to the negotiated agreement between the **Dartmouth Educators Association (School Year & Full Year Secretaries) and the Dartmouth School Committee**

Persons interested in this position should forward 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](mailto: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 School Secretary  
**Department:** Dartmouth Middle School  
**Reports to:** Principal or Designee

### Responsibilities:

- Use a pleasant manner when greeting and speaking with both adults and children both in person and on the telephone.
- Answer routine phone inquiries, take messages, and/or route calls to appropriate school personnel.
- Work with office and other school staff in a collaborative model.
- Manage the multi-tasking requirements of the school office.
- Input and maintain disciplinary records including bus infractions and DESE requirements.
- Monitor staff attendance using AESOP and arranging coverage with substitutes and in-house teachers. Reconcile daily attendance records in AESOP.
- Responsible for contacting payroll with any adjustments on a daily basis
- Schedule substitute interviews
- File staff incident reports and medical documentation for extended absences
- Maintain fire drill reports
- Track student attendance using ASPEN.
- Manage collection of all mandated staff forms
- Performs other duties as directed by the Principal or designee.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed above 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.

**Education and/or Experience:** High School Diploma. Experience in a clerical position requiring initiative and confidentiality is required.