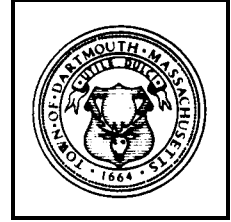


**Posting: 27-3-14**  
**Posted: June 15, 2026**



**Dartmouth Public Schools**  
**Dartmouth, Massachusetts**

NOTICE OF POSITION VACANCY

**CENTRAL OFFICE**

**Position Posting:**                    **Full Year Secretary to the Office of the  
Executive Directors of Teaching and Learning**

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

**Responsibilities:**                  Per Attached Job Description

**Qualifications:**

1. High School Diploma; Associate's Degree preferred plus five (5) years secretarial experience or training, preferably in a public-school setting.
2. Experience working with diverse groups in a collegial, cooperative manner.

Persons interested in this position should apply in writing to:

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

*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.*

**Dartmouth Public Schools  
Dartmouth, MA 02748**

**School District Position Description**

**Position Title:** Full Year Secretary to the Office of Teaching & Learning  
**Department:** Central Office  
**Reports to:** Executive Directors of Teaching and Learning

**SUMMARY:** Assists the Executive Directors of Teaching and Learning with all duties relative to teaching and learning in the district including assessment, professional learning, conferences, summer school, field trips, and entitlement grants as outlined below:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Other duties may be assigned)

Processes and organizes district and state assessment data, maintains inventory and orders district curriculum materials, organizes professional learning sessions, assists in the coordination of conferences and professional learning including the processing and distribution of PDPs, and communications for the Office of Teaching and Learning.

Prepares and processes correspondence, letters, memos, purchase orders, forms, answers phones, responds to routine district, state and federal educational inquiries, coordinates and schedules appointments, and opens and screens mail.

Prepares, processes and submits state reporting and grant-related information with adherence to state and federal regulations.

Communicates and collaborates effectively with all stakeholders, including central administration staff, building principals, teachers, and/or parents/guardians. Assists stakeholders to coordinate and implement a variety of projects.

Establishes and maintains paper and electronic filing systems relative to student assessment, professional development and curriculum projects.

Assists in organizing and implementing summer programs.

Ability to create and maintain effective working relationships with parents, staff, the school community, agencies and the media. Contributes to committee and team work.

Performs other related tasks that may be assigned by the Executive Directors of Teaching and Learning.

**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.

**Full Year Secretary to Director of Teaching and Learning  
School District Position Description  
Page 2**

Ability to establish and maintain effective working relationships with parents, staff, the school community, agencies and the media.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to read and interpret and/or compose documents that are grammatically accurate. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Experience working with computers including word processing and spreadsheet programs, and the ability to learn and utilize new software programs.

**EDUCATION AND/OR EXPERIENCE:**

High School diploma, Associate's Degree preferred plus five (5) years secretarial experience or training, preferably in a public school setting.

Experience working with diverse groups in a collegial, cooperative manner.

**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 hand and arms and carry up to 25lb. packages. Specific vision abilities required by this job include close vision and the ability to adjust focus.