

Fairfield Public Schools
Fairfield, Connecticut 06825

NOTICE OF AVAILABLE POSITION

POSITION: High School Guidance Secretary

RESPONSIBLE TO: Director of Pupil & Counseling Services

JOB DESCRIPTION: Requires strong administrative clerical and secretarial skills. Strong organizational skills are necessary due to the variety of activities, periodic peaks in workload and the frequency of interruptions including student visits. Interpersonal skills are essential due to the high level of contact with students, parents and staff members. The secretary deals with confidential information and must use discretion in the performance of her duties.

MINIMUM QUALIFICATIONS: Ability to relate in a positive, friendly manner with students, parents, staff members and the public; solve practical problems and deal with a variety of situations where only limited standardization exists; perform a variety of instructions furnished in written, oral, diagrammatic or schedule form; perform word and data processing in school computer system with accuracy; ability to organize and maintain diverse data, files and records; ability to operate a variety of office equipment; and perform basic record-keeping tasks.

SALARY: Classification S-9-\$32,175 (Step 1) to \$34,800 (Step 3)

WORK PERIOD: 10 ½ months

STARTING DATE: September 1, 2016 (training begins prior to this date)

FILING DATE: Until Filled

CREDENTIALS REQUIRED: Complete online application at www.fairfieldschools.org

06/13/16lb