

Fairfield Public Schools
Fairfield, Connecticut 06825

NOTICE OF AVAILABLE POSITION(S)

POSITION: Special Education High School Clerical

BRIEF JOB DESCRIPTION: Provides clerical assistance of a confidential, complex and responsible nature for the special education staff at the high school; interacts with teachers, parents, students, central office staff and the public; performs related tasks as requested.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with graduation from high school or equivalent. Must be able to type 45 words per minute. Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word processing in school computer system with accuracy and expediency. Ability to operate a variety of office equipment.

SALARY: \$16.53 per hour/

WORK PERIOD: 19.5 hours per week

CREDENTIALS REQUIRED: Please complete application online.