

**Fairfield Public Schools  
Fairfield, Connecticut 06825**

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Middle School Principal's Secretary  
(Roger Ludlowe Middle School)

**BRIEF JOB DESCRIPTION:** Provides administrative and secretarial assistance of a confidential, complex and responsible nature, for the principal of a middle school. Interacts with teachers, parents, students, central office staff and the public and performs related bookkeeping, records management, and communications services.

**MINIMUM QUALIFICATIONS:** Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to supervise. Ability to apply principles of office management to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing using Microsoft Office Suite, Munis/accounting software, Protraxx and IEP Direct with accuracy. Ability to organize and maintain diverse data, files and records. Ability to operate a variety of office equipment. The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience. Certification in First Aid/CPR required

**SALARY:** Classification S-11-\$46,715 (Step 1) to \$50,529 (Step 3)

**WORK PERIOD:** 12 months

**STARTING DATE:** August 1, 2019

**FILING DATE:** Until Filled

**CREDENTIALS** Complete online application