

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

POSITION: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS

RESPONSIBLE TO: Superintendent of Schools; provides administrative support to the Board of Education.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with an Associates Degree in Business Administration or Secretarial Science or a related course of study, and five years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Should have the ability to promptly acquire knowledge of policies, regulations and statutes governing the school district. Must have the ability to maintain a flexible evening schedule to attend all Board of Education meetings as scheduled or Special Meetings scheduled with little notice. Must be flexible and able to stay beyond the work day to complete a project, provide assistance to someone, meet a specific deadline, or when an unexpected situation arises.

SALARY: \$72,000 Annual Salary

WORK PERIOD: Twelve Month Assignment
(40 hour work week)

STARTING DATE: September 4, 2012

FILING DATE: June 22, 2012

Please complete an online application and submit a letter of interest and resume to the Human Resources Office.

Lisa A. Bennett
Human Resources Support Specialist