

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

POSITION: MUSIC DEPARTMENT SECRETARY
(S-8, 10.5 Months)

RESPONSIBLE TO: K-12 Music Coordinator

ESSENTIAL FUNCTIONS: Performs a variety of responsible clerical, secretarial, accounting and record-keeping work for the district-wide music program. Position is responsible for a variety of tasks that include but is not limited to, instrument rentals, repairs, and tuning; ordering of music and supplies, preparing purchase orders, assisting with budgeting, assisting with preparation for concerts and festivals, etc..

MINIMUM QUALIFICATIONS: Ability to work independently, coordinate with others, follow routines with accuracy, have good organizational abilities and good interpersonal skills. High school diploma and two years of increasing responsibility in the areas detailed above; or an equivalent combination of education and experience. Must have a working knowledge of the Fairfield system-wide music program. A strong working knowledge of musical instruments and musical literature is required.

SALARY: Classification S-8- \$28,802 (Step 1) to \$31,153 (Step 3)

WORK PERIOD: 10.5 month assignment

STARTING DATE: August 19, 2013

FILING DATE: Until Filled

CREDENTIALS REQUIRED: Complete Application on District Website.