

Educational Office Professionals

Location	Dept.	Position
Central Office	Instruction Office	Executive Secretary - Instruction
Central Office	Instruction Office	Administrative Secretary - Elementary
Central Office	Instruction Office	Administrative Secretary - Secondary
Central Office	Instruction Office	Administrative Secretary- Curriculum
Central Office	Human Resources	Executive Secretary - Human Resources
Central Office	Human Resources	Human Resources/Substitute Payroll Secretary
Central Office	Human Resources	Administrative Secretary II - Human Resources
Central Office	Human Resources	Administrative Secretary II- Human Resources Accounts
Central Office	Special Education	Executive Secretary- Special Education
Central Office	Special Education	Pupil Services Secretary
Central Office	Special Education	Special Education Secretary (EYS, AT and SLP)
Central Office	Special Education	Administrative Secretary Special Ed (Pre-School, Secondary, Non-Public)
Central Office	Payroll	Payroll Specialist
Central Office	Payroll	Payroll Specialist
Central Office	Insurance	Insurance Benefits Specialist
Central Office	Insurance	Insurance Clerk (.6 FTE)
Central Office	Accounting	Accounting Specialist
Central Office	Accounting	Accounts Payable Clerk
Central Office	Accounting	Accounts Payable Clerk
Central Office	Business Office	Secretary-Business Office, Construction and School Services
Central Office	Business Office	Facilities Scheduling Clerk
Central Office	Business Office	Secretary/Clerk -Business Office
Central Office	Business Office	Copy Center Clerk
Central Office	Superintendent	Receptionist/Secretary, Office of the Superintendent
Central Office	Continuing Education	Continuing Education Secretary
Central Office	Food Services	Food Services Secretary

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Central Office	Food Services	Food Services Secretary/Clerk
Transportation	Transportation	Transportation Secretary
Transportation	Transportation	Transportation Receptionist/Clerk
Maintenance	Maintenance	Maintenance Secretary
Fairfield Warde High	Headmaster's Office	Secretary to the Headmaster
Fairfield Warde High	Pupil and Guidance Services	Administrator for Pupil and Guidance Services Secretary
Fairfield Warde High	Main Office	Information Systems Coordinator
Fairfield Warde High	Main Office	High School Bookkeeper
Fairfield Warde High	Athletic Department	Athletic Director's Secretary (.5 FTE)
Fairfield Warde High	Music Department	Music Department Secretary
Fairfield Warde High	Counseling Center	Counseling Center Receptionist/Clerk
Fairfield Warde High	Library	High School Library Secretary (.5 FTE)
Fairfield Warde High	Fitts House	House Secretary
Fairfield Warde High	Fitts House	Guidance Secretary
Fairfield Warde High	Pequot House	House Secretary
Fairfield Warde High	Pequot House	Guidance Secretary
Fairfield Warde High	Townsend House	House Secretary
Fairfield Warde High	Townsend House	Guidance Secretary
Fairfield Ludlowe High	Headmaster's Office	Secretary to the Headmaster
Fairfield Ludlowe High	Pupil and Guidance Services	Administrator for Pupil and Guidance Services Secretary
Fairfield Ludlowe High	Main Office	Information Systems Coordinator
Fairfield Ludlowe High	Main Office	High School Bookkeeper
Fairfield Ludlowe High	Athletic Department	Athletic Director's Secretary (.5 FTE)
Fairfield Ludlowe High	Counseling Center	Counseling Center Receptionist/Clerk
Fairfield Ludlowe High	Library	High School Library Secretary (.5 FTE)
Fairfield Ludlowe High	Warner House	House Secretary
Fairfield Ludlowe High	Warner House	Guidance Secretary
Fairfield Ludlowe High	Webster House	House Secretary
Fairfield Ludlowe High	Webster House	Guidance Secretary
Fairfield Ludlowe High	Wright House	House Secretary

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Location	Dept.	Position
Fairfield Ludlowe High	Wright House	Guidance Secretary
Alternative High School	Alternative High School	Alternative High School Secretary
Fairfield Woods Middle	Fairfield Woods Middle School	Middle School Principal's Secretary
Fairfield Woods Middle	Fairfield Woods Middle School	Middle School Guidance Secretary
Fairfield Woods Middle	Fairfield Woods Middle School	Middle School Services Secretary
Fairfield Woods Middle	Fairfield Woods Middle School	Middle School Secretary/Receptionist
Roger Ludlowe Middle School	Roger Ludlowe Middle School	Middle School Principal's Secretary
Roger Ludlowe Middle School	Roger Ludlowe Middle School	Middle School Guidance Secretary
Roger Ludlowe Middle School	Roger Ludlowe Middle School	Middle School Services Secretary
Roger Ludlowe Middle School	Roger Ludlowe Middle School	Middle School Secretary/Receptionist
Tomlinson Middle School	Tomlinson Middle School	Middle School Principal's Secretary
Tomlinson Middle School	Tomlinson Middle School	Middle School Guidance Secretary
Tomlinson Middle School	Tomlinson Middle School	Middle School Services Secretary
Tomlinson Middle School	Tomlinson Middle School	Middle School Secretary/Receptionist
Early Childhood Center	Early Childhood Center	Early Childhood Center Secretary
Burr Elementary School	Burr Elementary School	Elementary School Secretary
Dwight Elementary School	Dwight Elementary School	Elementary School Secretary
Holland Hill Elementary School	Holland Hill Elementary School	Elementary School Secretary
Jennings Elementary School	Jennings Elementary School	Elementary School Secretary
McKinley Elementary School	McKinley Elementary School	Elementary School Secretary
Mill Hill Elementary School	Mill Hill Elementary School	Elementary School Secretary
North Stratfield Elementary School	North Stratfield Elementary School	Elementary School Secretary
Osborn Hill Elementary School	Osborn Hill Elementary School	Elementary School Secretary
Riverfield Elementary School	Riverfield Elementary School	Elementary School Secretary
Roger Sherman Elementary School	Roger Sherman Elementary School	Elementary School Secretary
Stratfield Elementary School	Stratfield Elementary School	Elementary School Secretary