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|  | OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  476 North Avenue, Rochester, Massachusetts 02770-1899  Telephone: (508) 763-8011  Fax: (508) 763-9821  www.oldcolony.us | | |  |
| Aaron L. Polansky Superintendent-DirectorKrystla FaySpecial Services Coordinator | | Karen J. Guenette  *Principal*  Linda Deady  *Academic Coordinator/Data Analyst* | Jackie Machamer Assistant Principal/CVTE Coordinator Sarah Griffith Business Manager | |
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**VACANCY**

**SCHOOL SECRETARY**

**SCHOOL YEAR 2017 - 2018**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Position Description:**

Old Colony Regional Vocational Technical High School District is looking for a kind, energetic, and confident School Secretary. The School Secretary is expected to work under general supervision with the ability to multitask and stay calm and professional in a fast paced and busy work environment. Potential applicants should have excellent computer and writing skills with Microsoft Office experience; comfort with technology and daily computer use; knowledge of office procedures; excellent customer service skills; familiarity with student issues; the ability to interact effectively with parents, students and school staff; detail oriented, and the ability to maintain confidentiality.

**Education & Experience:** High School diploma and two years of related school experience; or an equivalent combination of education and experience

**Contractual Year:** 200 Days (180 School Days and 20 Additional Days)

Hours-7:00 a.m. - 3:00 p.m., 7.5 hours per day with a 30 minute lunch break

**Duties & Responsibilities:**

* Provides extensive customer service for the Main Office; greeting each visitor, buzzes visitors into the building
* Tracks student attendance, including tardiness, absences and dismissals as well as correspondence on attendance problems and perfect attendance
* Tracks class attendance as well as daily attendance
* Maintains office supplies and prepares purchase order with pricing
* Coordinates supplies for copier, printer and postage machine maintenance
* Distributes all incoming mail and packages
* Receives and distributes all incoming faxes
* Receives incoming calls and assists or transfers calls as needed
* Assists the Business Manager in all aspects of transportation
* Coordinates bus transportation for field trips and changes to the Athletics schedule
* Assists the Business Manager with voluntary student insurance program
* Prepares morning and afternoon announcements
* Maintains calendar of school events and announcements on school website, television monitors, notices and other methods
* Assists in crisis situations and ALICE training for staff and students
* Processes work permits and maintains corresponding records
* Assists with special projects as required
* Performs a variety of related duties

**Salary:** To be determined by the Superintendent-Director.

**Application Process:**

Candidates must submit an application with the following items:

* Letter of Introduction expressing reasons for interest in the position
* Current resume
* Three letters of recommendation
* Cori Form and Finger Printing Required

**LETTERS OF APPLICATION ARE TO BE SUBMITTED TO:**

Karen Guenette, Principal

Old Colony Regional Vocational Technical High School District

476 North Avenue

Rochester, MA 02770

**The closing date for submitting applications is Friday, October 6, 2017.**

**-EQUAL OPPORTUNITY EMPLOYER-**

Vacancy: School Receptionist: 9/22/17