

SPRUCE MOUNTAIN SCHOOL DISTRICT

Regional School Unit #73

May 28, 2019

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Spruce Mountain Primary School **School Secretary**

Description:

Spruce Mountain Primary School seeks a motivated individual to assist the Principal with tasks necessary for the efficient operation of the school. Individual should have a good rapport with staff and students, be a team player, have the ability to work in a fast paced environment, multi-task, and assist the principal with the yearly budget process. Contact the central office for full job description

Qualifications:

- Associate degree or equivalent work experience.
- Hold a valid State of Maine Criminal History Records Check Approval.
- Knowledge of computer software (PowerSchool, Google Docs, Microsoft, etc...)

All interested candidates must submit a cover letter, application, letters of reference and State of Maine Criminal History Records Check approval to:

Robert Webster
Interim Superintendent of Schools
9 Cedar Street, Livermore Falls, ME 04254

Email submissions can be sent to lwhite@rsu73.com
Applications are available on-line at www.rsu73.com
Closing date: As soon as suitable candidate is found

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