

Canterbury Public Schools
45 Westminster Road
Canterbury, CT 06331
860-546-6950

Non-Certified

Immediate Vacancy

Clerk/Receptionist (10 months- Full-time)

This position will contribute to effective school public relations and the efficient operation of the Principal's office. The selected candidate will:

- Demonstrate a strong desire to work with middle school-aged children, ranging from grades 5 to 8.
- Have a strong work ethic and a desire for growth and improvement
- Oversee school attendance, including parent phone calls when necessary
- Assist with daily scheduling needs, including sub coverage and student schedule questions
- Communicate with parents and community members in an effective, positive, and professional manner
- Support teaching staff with various needs, including supplies or scheduling questions

Applicants must possess excellent organizational skills, computer skills, and effective communication skills. Experience with Google Docs and Google Sheets is preferred but not a requirement. Salary based on union contract.

Interested candidates should send the following:

- Completed application (Please find a copy on our website at www.canterburypublicschools.org/humanresources)
- Resume
- 3 current letters of recommendation

All completed documentation should be sent to:

Steve Rioux, Superintendent of Schools
Canterbury Public Schools
45 Westminster Road
Canterbury, CT 06331

Email applications will also be accepted, provided all documents are scanned and included in the email. Email address for submission is dhorn@canterburypublicschools.org

Open Until Filled

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