

Springfield Public Schools

Substitute Secretary (Pool) (SUB-08)

JOB POSTING

Job Details

<i>Title</i>	Substitute Secretary (Pool)
<i>Posting ID</i>	SUB-08
<i>Description</i>	<p>Springfield Public Schools seeks outstanding candidates for the position of Substitute Secretary to work within the hours of M-F 7:30am-4:30pm at various sites. Substitute Secretaries work on-call or can plan their schedule in advance with our state-of-the-art software, AESOP.</p> <p>This position serves as a secretary performing mid-level secretarial and specialized clerical duties to support efficient school operations.</p> <p>Successful candidates will possess the following qualifications that support our District vision “<i>Every Student a Graduate Prepared for a Bright and Successful Future</i>”:</p> <ul style="list-style-type: none">• Strong verbal and written communication skills• Ability to maintain confidential information related to student records, correspondence and working relationships• Computer experience with knowledge of MS Word and Excel• Excellent receptionist and professional telephone skills• Ability to perform several diverse tasks simultaneously• Must enjoy working with students and respect educators• Ability and commitment to practice cultural competency and demonstrate respect for diversity
<i>Shift Type</i>	Substitute
<i>Salary Range</i>	\$9.75 / Hourly
<i>Location</i>	VARIOUS SITES
<u>Applications Accepted</u>	
<i>Start Date</i>	01/19/2017