

Front Office Assistant Opening for 2019-2020 School Year:

Farmington River Regional Elementary School seeks a Front Office Assistant

Hours per week will vary depending on the time of year.

School year 19 hours per week M-Th 9:00-1:00 Friday 9:00-12:00

Summer hours are a possibility depending on school needs

QUALIFICATIONS

2. Experience working with school aged children and their parents.
3. Commitment to continuously improve professional competence.
4. Monitor school supplies.
5. Assist in the oversight and operation of all office business machines.
6. Willingness to attend trainings as needed.
7. Strong computer skills MS Office, Excel
8. Other responsibilities as assigned.

Compensation: \$15.00 per hour

Send to Supt. Thomas Nadolny, 555 North Main Road, Otis, Ma. tnadolny@frrsd.org :

Letter of interest, resume.

DEADLINE: Position will remain open until filled.

CORI checks and fingerprinting are required.

The Farmington River Regional School District is an equal opportunity educational facility and

employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, physical or mental disability, marital status or veteran status, or age.

08/12/2019