

**PLEASE POST**

FROM: Larry Prince, Director of Human Resources

DATE: June 22, 2020

SUBJECT: Vacancy for **2020-2021**

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The Concord School District has the following vacancy for **2020-2021**:

**Part-Time Special Education Secretary (#855140130)**

Broken Ground School

15 hours per week (Flexible Schedule); 177 days p/year

Hourly Rate: \$14.06

This is an unaffiliated position and does not include benefits

Start Date: August 31, 2020

Duties include scheduling, receiving telephone calls and visitors to the building, filing, and other clerical/secretarial duties as assigned.

This notice of vacancy is posted through June 26, 2020, or until filled

If you are interested in this vacancy, submit a job application with a letter of interest, resume, and three current letters of reference to: Ms. Nancy Pender, Assistant Principal, c/o Broken Ground School, 51 So. Curtisville St., or e-mail at [npender@sau8.org](mailto:npender@sau8.org)

Go to [www.sau8.org](http://www.sau8.org) for a complete listing of all vacancies and to download the job application form.