



CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 BOOTH STREET • ELKTON, MD 21921

Serving Learners, Families, and the Community

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Jeffrey A. Lawson, Ed.D.
Superintendent of Schools

Dianne L. Heath
President, Board of Education

PLEASE POST

August 6, 2026

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CLOSING DATE: OPEN UNTIL FILLED

SUBSTITUTE SECRETARY

GENERAL PURPOSE OF POSITION

Under the direction of an administrator or administrative assistant, a Substitute Secretary provides assistance to the school or department that may be general, special, confidential, and/or technical in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Performs routine office tasks.
2. Exercises good judgment in making decisions and handling administrative details independently, including screening of telephone calls, composition of letters/memoranda, and scheduling appointments.
3. Assists in the maintenance of a wide variety of office and student records, files, and reports.
4. Assists in the preparation of clear and concise reports.
5. Assists in compiling and distributing materials/mailers.
6. Maintains confidentiality.
7. Maintains regular, on-time attendance.
8. Reacts to change productively and performs other duties as assigned.
9. Interacts positively with students and all school and community stakeholders.

MINIMUM REQUIREMENTS OF THE POSITION

1. High school diploma
2. Professional manner
3. Good written communication skills
4. Excellent interpersonal communication skills
5. Knowledge of office practices and procedures
6. Experience with computers and software-related job responsibilities

SALARY

The rate of pay for a substitute secretary is \$15.00 per hour for short-term assignments (less than 15 continuous days) and \$17.78 per hour for long-term assignments (15 or more continuous days). This position will be eligible for applicable leave benefits as required by the Maryland Healthy Working Families Act and is eligible to participate in the 403b/457b retirement savings plan.

APPLICATION PROCEDURE

All applicants who meet the minimum qualifications for the position are required to submit a letter of interest and a **complete résumé**. Two professional references with valid email addresses must be included in the reference section of the application. All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>.

The Cecil County Public Schools prohibits discrimination in its educational programs, activities, and employment on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability. Further information can be found in Policy AC on BoardDocs <http://www.boarddocs.com/mabe/cecil/Board.nsf/Public>

Our Mission: CCPS serves equitably through positive relationships as a safe, collaborative community. We will ensure all learners acquire the knowledge, skills, and qualities to be responsible, caring, and ethical citizens.