



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

September 11, 2026

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CLOSING DATE: Thursday, September 17, 2026

GUIDANCE SECRETARY III MIDDLE AND HIGH SCHOOL

GENERAL PURPOSE OF POSITION

Under the direction of the Principal, the Guidance Secretary III (year-round position) provides secretarial and clerical services of a general, special, technical, sensitive, and/or confidential nature for an administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Performs routine secretarial tasks, including but not limited to typing, filing, and scheduling meetings.
2. Exercises good judgment in making decisions and handling administrative details independently, including screening of telephone calls, composition of letters/memoranda, and scheduling of appointments.
3. Assists in the preparation and maintenance of a wide variety of office records and files in a confidential manner, including student records and student attendance.
4. Prepares clear and concise reports.
5. Maintains a confidential manner.
6. Reacts to change productively and performs other duties as assigned.
7. Maintains regular, on-time attendance.
8. Interacts positively with students and all school and community stakeholders.

MINIMUM REQUIREMENTS OF POSITION

1. High school diploma
2. Two years' experience in an office setting; school office experience preferred. Secretarial education or training may be substituted for office experience.
3. Proficiency in the use of computers and software (specifically, Microsoft Office and Google Apps for Education) as demonstrated by the Clerical Performance Test
4. Excellent business English skills (spelling, grammar, and punctuation) as demonstrated by the Clerical Performance Test
5. High degree of responsibility and motivation
6. Professional manner
7. Excellent interpersonal communication skills

(over)

SALARY

The salary range for the Guidance Secretary III position for the 2026-2027 school year is \$46,260 - \$54,534, depending on creditable experience and training. Advanced preparation increments based on degree conferral and longevity increments are in addition to the base salary. An attractive fringe benefit package is available that includes individual or family medical, dental, and vision benefits; term life insurance; retirement plans; and 12 sick and 3 personal leave days.

APPLICATION PROCEDURES

All applicants meeting the minimum qualifications of the position are required to submit a **letter of interest** and **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>. Information requested must be received no later than **11:59 p.m. on Thursday, September 17, 2026**.

REMARKS

This job announcement will be used to create a pool of Guidance Secretary III candidates for all middle and high schools. A vacancy currently exists at Rising Sun High School.

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://go.boarddocs.com/mabe/cecil/Board.nsf/goto?open&id=CAEP475FE564>