



March 19, 2026

**VACANCY: ELEMENTARY SCHOOL SECRETARY – GROUP I
11-MONTH POSITION**

LOCATION: OX RIDGE SCHOOL

EFFECTIVE: ASAP

REPORTS TO: School Principal

REQUIREMENTS:

- Excellent interpersonal skills with demonstrated ability to interact effectively with elementary students, parents, staff, and members of the public
- A self-starter with demonstrated exceptional organization and communication (written and oral) skills
- Ability to handle multiple tasks with accuracy and efficiency, work well independently, and anticipate and address needs
- Proficiency in Microsoft Office and database experience a plus
- Experience with Aspen and MUNIS
- Prior school secretarial experience a plus

TERMS OF EMPLOYMENT: Per Contract between The Darien Board of Education and the Darien Board Education Secretaries' Union

APPLICATION PROCESS:

Internal candidates (current employees of the Darien Public Schools) must submit an internal application via Applitrack, including a current resume and cover letter addressed to Marjorie Cion, Director of Human Resources. Apply at www.darienps.org, District Information, Departments, Human Resources, Employment Opportunities.

External candidates must submit an electronic application via Applitrack: www.darienps.org, District Information, Departments, Employment Opportunities. Please include a cover letter, resume, and letters of recommendation. Paper and emailed application materials will not be accepted.

NOT LATER THAN MARCH 26, 2026

NONDISCRIMINATION STATEMENT

Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Darien Public Schools nondiscrimination policies should be directed to: Marjorie B. Cion, Director of Human Resources, mcion@darienps.org, 203-656-7406, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820.