



VACANCY: SECRETARY TO THE PRINCIPAL
GROUP I, 11-MONTH POSITION

LOCATION: Tokeneke School

EFFECTIVE: July 1, 2026 or as soon thereafter as mutually agreed upon

PREFERRED QUALIFICATIONS:

- Minimum of three years' secretarial experience
- Excellent PC computer skills, including Microsoft Office Suite, Google Docs and Google Drive
- Proficiency with Aspen and database experience a plus
- Ability to handle multiple tasks with accuracy and efficiency, work well independently, and anticipate and address needs
- A self-starter with demonstrated exceptional organization and communication (written and oral) skills
- Such additions and alternatives to the above qualifications as may be appropriate and acceptable

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

APPLICATION PROCESS:

Internal applicants (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 applicants must submit an electronic application via Applitrack: www.darienps.org, District Information, Departments, Employment Opportunities. Supporting documentation, such as a cover letter, resume, and letters of recommendation, must be uploaded to the electronic application. Paper and emailed application materials will not be accepted.

NOT LATER THAN JUNE 30, 2026

NONDISCRIMINATION STATEMENT

*Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. 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 Cion, Director of Human Resources** mcion@darienps.org 203-656-7400, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820.*