

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

NOTICE OF VACANCY

POSITION: **Administrative Secretary I** (Union Position)
Central Office – Health/Physical Education, WL & ML, Entry
Reception
12 months – 40 hours per week (260 Days)

HOURLY WAGE: \$28.10 per hour/Pay Group B

DUTIES: Provide comprehensive secretarial support of a confidential nature to the Director of Health & Physical Education and the Director of World Languages / Multilingual Learners. Serve as the entry receptionist for Central Office by welcoming visitors and responding to the main telephone line in a professional and courteous manner. Responsibilities of the roles include, but are not limited to, preparing correspondence and documents; maintaining records and databases; coordinating calendars, meetings, and communications; processing paperwork; ordering supplies and monitoring budget expenditures; supporting student events, programs, and experiences; creating state reports; and fostering a welcoming and responsive environment for visitors, families, staff, and the community.

QUALIFICATIONS: Demonstrated expertise in administrative and secretarial practices with advanced proficiency in Google Workspace, including Google Docs, Google Sheets, and Google Drive. Experience with PowerSchool and iVisions is preferred. Exceptional organizational and interpersonal skills, with the ability to interact professionally and effectively with students, families, staff, and the public. Demonstrated ability to prioritize competing responsibilities, manage multiple projects, and maintain accuracy while meeting deadlines. Proven discretion in handling confidential information. Strong problem-solving skills, attention to detail, and a growth mindset characterized by initiative, adaptability, and openness to learning and feedback.

STARTING DATE: July 23, 2026

APPLICATIONS: Apply online at www.glastonburyus.org - Posting #2651

See Secretaries/Paraprofessionals – Administrative Secretary I Job Description posted on Glastonbury Public Schools' website for complete information on job requirements and qualifications

**GLASTONBURY PUBLIC SCHOOLS IS COMMITTED TO INCLUSIVE WORK ENVIRONMENTS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**