



GROTON PUBLIC SCHOOLS

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VACANCY

Date Posted: October 15, 2025

Job Title: Long-Term Substitute School Secretary

Job ID: 4422

Location: Groton Middle School

Start Date: ASAP

Status: Temporary/Substitute

Salary: \$20.00 per hour

Qualifications: Intermediate Microsoft skills (Word, Excel, and Outlook) preferred. Experience with PowerSchool required. Good administrative and communication skills required. Knowledge of secretarial/office procedures.

**Application
Deadline:** October 26, 2025

**Application
Process:**

Internal Candidates should apply online at:
www.grotonschoools.org/joinus

Go to the internal applicants only box and select the link to submit an internal application/transfer form. In addition, upload a current resume with your application.

External Candidates should apply online at:
www.grotonschoools.org/joinus

Groton Public Schools is an Affirmative Action/Equal Opportunity Employer

Groton Public Schools mission is to cultivate an environment of diversity, equity and inclusiveness. We strive to Foster culturally responsive policies and practices to ensure all groups feel valued, actively engaged and empowered.