# NEWTOWN PUBLIC SCHOOLS

***The Newtown Public School District values the benefits that a diverse workforce brings to our students and community. We are committed to recruiting, supporting, mentoring, coaching and retaining a highly motivated, dedicated and enthusiastic staff. We welcome your interest in joining us and look forward to meeting you.***

**POSITION TITLE:** Administrative Assistant I, Part-time (27 hours/week)

**LOCATION:** Newtown Middle School

**START DATE:** January 2026

**DURATION:** 42 Weeks Per Year

**SALARY/BENEFITS:** $27.04 per hour, Benefits include paid sick and personal time, twelve paid holidays, 401(a) retirement plan with a 5% employer match, optional 403(b) and 457 tax sheltered annuity plans, wellness incentives, employee assistance program.

**QUALIFICATIONS:** Knowledge of PowerSchool, EPES accounting system, and Google Suite a plus. Must be adept at accounting and reconciling bank statements. Must be personable, organized, and have excellent communication skills - both written and verbal, and be able to multitask. Must be a team player and have flexibility with work schedule.

**RESPONSIBILITIES:** Assist in the management of all student activity/extra curricular accounting including making deposits, payments and reconciliations. Assist with bi-weekly newsletters and maintain Google Calendar for staff. Assist students with private and technical school applications and provide assistance with high school transition. Support Principal, Counseling and Attendance offices as needed.

**APPLICATION:** Interested applicants are invited to apply online via the following link.

https://www.applitrack.com/newtown/onlineapp/default.aspx

The Newtown Public School District is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Newtown Public School District does not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, sex, age, national origin, ancestry, alienage, marital status, sexual orientation, gender identity or expression, disability, pregnancy, genetic information, veteran status, status of a domestic violence victim, or any other basis prohibited by Connecticut State and/or federal nondiscrimination laws, except in the case of a bona fide occupational qualification.