NEWTOWN PUBLIC SCHOOLS
November 18, 2026

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: Central Office Administrative Assistant – Full-time (35 hours/week, 52 weeks)

Location: District Central Office

Starting Date: Immediate

Salary/Benefits: $30.43/hour. Benefits include medical/dental/vision insurance, district provided no-cost life insurance, paid sick, personal, and vacation time, fourteen paid holidays, 401(a) retirement plan with a 5% employer match, optional 403(b) and 457 tax sheltered annuity plans, annual uniform allowance, wellness incentives, employee assistance program.

Responsibilities:

- Assists with the clerical aspects of the payroll process
- Provide benefits coverage and support as needed
- Assist with end-to-end employee lifecycle processes, including coordinating onboarding procedures for new hires and facilitating exit administration
- Monitor and track educator certifications by issuing timely notices for pending expirations, recording renewed credentials, and updating the district HR database
- Oversee the district tuition reimbursement program, including verifying program requirements, tracking approvals, and processing application submissions
- Serve as the primary district liaison with university partners; manage the receipt, review, and distribution of candidate credential packets to school administrators
- Assist with the administration of the district's employee evaluation process, ensuring timely completion and compliance with district schedules
- Ensure projects and essential tasks are completed thoroughly and on time, with progress monitored and timelines adhered to
- Compile reports as needed for schools, state, local or board reports
- Maintain and monitor supervisor and/or department calendar to ensure deadlines are met, conflicts are avoided and meetings are scheduled
- Maintain checklists of tasks for special and/or time sensitive events or projects
- Assists with Business Office tasks as needed

Qualifications:

- High School Diploma and 3-5 years of experience in an administrative assistant position (preferably within a school district/municipality)
- Working knowledgeable of administrative tools and platforms including Microsoft Office Suite, Frontline Education, PowerSchool, and other database management systems
- Strong mathematical, technology, written and oral communication skills
- Excellent interpersonal and organizational skills
- Adept at problem-solving, multi-tasking, and maintaining confidentiality
- Ability to represent Newtown in a respectful and responsive manner

Application: Interested candidates are invited to apply online through the following link:

Newtown Public Schools - Frontline Recruitment

Note: Three (3) current letters of reference are required

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 as a victim of domestic violence, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws, except in the case of a bona fide occupational qualification.