



September 19, 2025

NOTICE OF VACANCY

POSITION: Part-time Clerk – Pre-K (19.5 hours per week)

LOCATION: Strong Elementary School

SALARY: \$18.39 per hour (Non-union/No Benefits)

QUALIFICATIONS: High School diploma and knowledge and/or experience in secretarial skills. Excellent computer skills including familiarity with Microsoft Office and the ability to operate office machinery including but not limited to fax machine and copy machine. Conduct a variety of student data management tasks. Knowledge of basic office practices. Knowledge of student informational computer programs preferred. Excellent interpersonal and communication skills.

APPLICATION PROCEDURE:

Please submit your application through our website:
<http://www.applitrack.com/southingtonschools/onlineapp>

****Review of applications may begin immediately***

APPLICATION CLOSING DATE: Until filled

**The Southington Public Schools values the contributions a diverse workforce can have on our school community. Therefore, priority status of application screenings and interview opportunities will be given to applications of individuals from racially, culturally and linguistically diverse backgrounds and from persons with disabilities.*