



Board of Education
 61 ECHO LAKE ROAD
 WATERTOWN, CONNECTICUT 06795
 Telephone: (860) 945-4800
 FAX: (860) 945-6990



TO: All District Staff

FROM: Lisa M. Fekete
 Acting Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY

DATE: April 24, 2026

Grades 8-12 Tuition Summer School REGISTRAR

Position Title: Registrar for the Tuition Summer School Program
Position Reports To: Director of the Tuition Summer School Program
 Director of Operations, Curriculum & Instruction

Job ID: #2544

Internal Close Date: May 1, 2026
External Close Date: May 15, 2026
Anticipated Start Date: June 22, 2026 and June 23, 2026

Required Certifications & Qualifications

State of Connecticut Certification required - any endorsement.

Essential Performance Responsibilities

The Watertown Tuition Summer School 2025-2026 is seeking applicants for a Registrar of Summer School. Position requires knowledge of the Watertown High School Program of Studies, including 8-12 course sequencing as well as credit acquisition

Terms of Employment

This is a two (2) day position Monday, June 22, 2026, and Tuesday, June 23, 2026, from 7:30 am to 2:30 pm. (14 hours) This position will pay \$27.00 per hour and will report directly to the Director of Summer School. Location - Watertown High School Library

Additional Duties

Perform all other duties that may be assigned by the Director of Tuition Summer School Program and the Director of Operations, Curriculum & Instruction

All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.

*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.