



MARANACOOK AREA SCHOOLS

A Caring School Community Dedicated to Excellence

**Internal Job Posting
Full-Time Administrative Assistant
Wayne Elementary School
2021-2022 School Year**

Job Goal:

To assure the smooth and efficient operation of the school's office to that the principal may devote maximum attention to their professional duties. To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the school office.

Qualifications:

- Combined education/experience to be successful in a busy office setting.
- Successful experience working with elementary level students
- Working knowledge of current office technologies
- Collaborative team player.
- Excellent organizational skills and the ability to handle a variety of responsibilities in an office environment.

Looking for an energetic, motivated team player who can oversee projects start to finish and who has a true desire to build positive relationships with students, staff and parents.

Certification: Must have or be able to obtain a Criminal History Record Check through the Maine Department of Education.

Internal Application Deadline: May 2, 2021

Interested individuals, please send a cover letter, updated résumé, and three current letters of reference to: Superintendent of School Office, c/o HR Dept., 45 Millard Harrison Dr., Readfield, Me 04355 or kate_taylor@maranacook.org.

www.maranacook.org

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