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City of  
**AUGUSTA**  
Maine

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Department of Public Schools  
[www.augustaschools.org](http://www.augustaschools.org)

## **2018-2019 ANTICIPATED VACANCIES**

**\* Postings Will Close When Suitable Candidates are Found \***

### **PART-TIME SCHOOL SECRETARY – *Hussey Elementary School***

- *5 Hours/Day (20 Hours/Week)*

### **PART-TIME SCHOOL SECRETARY – *Lincoln Elementary School***

- *5 Hours/Day (20 Hours/Week)*

**INTERESTED APPLICANTS MUST SEND THE FOLLOWING:**

1. Letter of Interest,
2. Completed Non-Teaching Application (*go to [www.augustaschools.org/employment](http://www.augustaschools.org/employment) for download*),
3. Copy of Resume,
4. Copy of Transcripts, if applicable,
5. Copy of CHRC Authorization if already obtained, and
6. Three (3) Signed Letters of Recommendation to:

**Human Resources, Augusta School Department, 40 Pierce Drive, Suite 3, Augusta, ME 04330**

***Incomplete Application Packets Will Not Be Considered***

**INTERNAL APPLICANTS NEED ONLY SUBMIT A LETTER OF INTENT FOR THE VACANCY**

*“Visit [www.augustaschools.org/employment](http://www.augustaschools.org/employment) or [www.servingschools.com](http://www.servingschools.com)  
for more information on this and other job vacancies”*

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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