



City of
AUGUSTA
Maine

Department of Public Schools
www.augustaschools.org

2017-2018 VACANCY

*** Posting Will Close When a Suitable Candidate is Found ***

- **PART-TIME SCHOOL SECRETARY – Farrington Elementary School**
 - 4 Hours/Day; 5 Days/Week

INTERESTED APPLICANTS MUST SEND THE FOLLOWING:

1. Letter of Interest,
2. Completed Non-Teaching Application (*go to www.augustaschools.org/employment for download*),
3. Copy of Resume,
4. Copy of Transcripts (if applicable),
5. Copy of Criminal History Record Check (CHRC) (*if already have*), **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 or www.servingschools.com
for more information on this and other job vacancies”*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
