

**PLEASE POST
PENTUCKET REGIONAL SCHOOL DISTRICT
April 14, 2010**

DR. FREDERICK N. SWEETSIR SCHOOL

Administrative Assistant to the Principal

Duties include assisting the Principal in providing a well organized, efficient office that coordinates the school's resources such that the principal, teachers, students and community are able to receive the maximum educational benefits in a safe, clean and pleasant environment within the mandates of the policies and regulations of all governing agencies.

Four years of progressively responsible secretarial or administrative experience or completion of a two year secretarial science or business administration program preferred.

(52 wk position, 8 hrs/ day, 5 days/wk
salary per AFSCME Contract)

Please send complete packet to include letter of intent, resume, and 3 professional references to:

Dr. Paul A. Livingston, Superintendent of Schools
Pentucket Regional School District
22 Main Street
West Newbury, MA 01985
Open Until Filled

EOE/AA