Posting 1-4-17

Franklin Northwest Supervisory Union
Vacancy
School Board Secretary

The Franklin Northwest Supervisory Union is seeking a School Board Secretary to attend, record and type school board evening meeting minutes for the following schools: Sheldon Elementary, Swanton Elementary and Missisquoi Valley Union Middle/High School. The school board meetings are usually scheduled as follows: Sheldon Elementary School – Second Tuesday evening at 5:30pm, Swanton-Second Monday evening at 6pm and Missisquoi Valley Union Middle/High School- third Thursday in the evening at 7pm. The ideal candidate will have excellent transcribing and typing skills. Competitive hourly rate. Please send letter of interest with your contact information and resume to: centraloffice@fnwsu.org or apply online on Schoolspring.com.
Position open until filled. EOE

Franklin Northwest Supervisory Union will not discriminate on the basis of race, color, religion, national origin, age, marital/civil union status, sexual orientation, gender identity, economic status or handicapping condition or any other characteristic protected by Federal or State Law.