



# NASHOBA

Regional School District

8/16/2022

**Position:** Administrative Assistant

**Department/Location:** Hale Middle School

**Pay:** In accordance with bargained scale

**Hours:** Monday - Friday; 8 hours daily  
12 month position

*Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status. We strongly urge all qualified candidates with diverse racial, cultural, religious, class, and/or gender background and experiences to apply.*

### **Organizational Scope:**

Working in the main office of the Hale Middle School, this position reports directly to the Building Principal.

### **Position Responsibilities:**

Under the Direction of the Building Principal:

- Answers telephone, directs calls, greets members of the public, faculty and students
- Maintains both paper and electronic files (databases)
- Provides clerical support for Administrative Staff
- Uses technology to communicate and correspond with faculty, staff, parents, teachers and community
- Gathers, analyzes, and interprets data needed for compiling reports
- Works within the requirements of the DESE and the District
- Other duties as assigned

### **Job Qualifications & Physical Demands:**

Must have at least five years of office experience, be proficient with Microsoft office, be cooperative, have excellent communication skills, be able to provide outstanding customer service, work as a team member, manage day-to-day events involving young children.

Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy. Must be able to sit for long periods, lift up to 25 pounds, move, bend and twist regularly at the waist, knees and neck.

**To Apply:** Apply through SchoolSpring. See link to Schoolspring on the NRSD website: [www.nrsd.net](http://www.nrsd.net) "Employment Opportunities".