



SCHOOL DEPARTMENT MEMO: 14-20-21

To: All Staff

From: Christopher J. Malone
Superintendent of Schools

Date: June 5, 2020

INTERNAL ONLY

2020-2021 SY

Tewksbury Public Schools

12-Month Special Education Secretary

AFSCME COUNCIL 93 Local 1703 School Secretaries

At least three (3) years' experience in special education processes, procedures and general office responsibilities. Must be computer literate, proficient in spreadsheet applications and other computer related skills and applications. Knowledge of administrative practices of basic management and organization, finance, and contracts. Ability to work well either alone or as part of a team.

Salary (range \$34,877 - \$48,524) and benefits as outlined in the Contract between the Tewksbury School Committee and the Secretarial Union.

Employees of the Tewksbury Public Schools shall send, via email, a cover letter, resumé and three (3) letters of reference to:

Mr. Richard Pelletier, Director of Student Services

rpelletier@tewksbury.k12.ma.us

Application Deadline: June 18, 2020 • EOE • 2020-2021 School Year

Due to school closure: Posting emailed to all staff on 6/5/2020

PLEASE POST

The Tewksbury Public School System is an Equal Opportunity Employer

Reasonable accommodations will be made for individuals with disabilities. Tewksbury Public Schools does not discriminate on the account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability.