

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

SCHOOL DEPARTMENT MEMO: 4-23/24

To: Secretary Bargaining Unit Members

From: Brenda Theriault-Regan  
Superintendent of Schools



Date: April 27, 2023

---

**REVISED**

*Internal Only*

2023-2024

Dewing Elementary School

**12-month School Secretary**

Full benefits

**Job Requirements:** Excellent interpersonal skills with both children and adults \*Proficiency in Google Suite and other computer related skills \* Ability to work independently \* Courteous telephone skills \* Confidentiality \* Multi-tasking \* Knowledge of Aspen Data System, preferred • Various other office duties

**Salary and Benefits:** Outlined in Contract Between the Tewksbury School Committee and the Secretarial Union.

**Employees of the Tewksbury Public Schools, please send (email preferred) a letter of interest and updated resume to:**

**Tewksbury Public Schools**

Gail Johnson, Administrative Assistant to the Superintendent

[gjohnson@tewksbury.k12.ma.us](mailto:gjohnson@tewksbury.k12.ma.us)

139 Pleasant Street

Tewksbury, MA 01876

**Application Deadline: May 10, 2023 • EOE • 2023-2024 School Year**

**Posting emailed to all members of the Secretary Bargaining Unit on April 27, 2023**

***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.*