

**FOXBOROUGH PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT**

**Notice of Job Vacancy
2017 – 2018 School Year**

May 31, 2017

Job Title:

Secretary (185 days)

Location:

Special Education Office (Igo Elementary)

Requirements:

Strong Microsoft Office Skills (PC)
Strong editing skills
Strong interpersonal skills
Confidentiality

Salary:

Appropriate step on the Foxborough Secretaries' Salary Schedule

Preference will be given to applications received prior to July 1, 2017.

Interested applicants should submit a resume, letter of application, transcripts, and three letters of reference to:

Superintendent of Schools
Foxborough Public Schools
60 South Street
Foxborough, MA 02035

Or

Submit via fax or e-mail to:
Fax: (508) 543-4793

Email: employment@foxborough.k12.ma.us

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