

HALIFAX SCHOOL DEPARTMENT
Kingston, MA 02364

NOTICE OF OPENING

Applicant's information will be accepted for the following position until filled:

RECORDING SECRETARY

*This position is for a recording secretary for the Halifax School Committee meetings.
The Halifax School Committee meets approximately once a month
at 6 p.m. at the Halifax Elementary School or virtually under special circumstances.
The recording secretary is required to attend
all Halifax School Committee meetings and transcribe all minutes.*

Applicants may apply to: Dr. Jill A. Proulx, Superintendent of Schools
Administration Building, 250 Pembroke Street, Kingston, MA 02364
Telephone: (781) 585-4313

Please submit letter of intent.

Approved: *Jill A. Proulx, Ph.D.*
Jill A. Proulx, Ph.D. (Jun 24, 2020 18:00 EDT)

Date: June 24, 2020

Silver Lake Regional School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, sex, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.






Halifax Recording Secretary for School Committee

Final Audit Report

2020-06-24

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