

SECRETARY

Lisbon Central School is seeking a full-time (40 hours), year round Secretary to the Director of Special Education. Candidate must be highly proficient in technology and have effective interpersonal and communication skills. Knowledge of Special Education policies and procedures and state reporting preferred. Experience with CT-SEDS is valued. An application is available at www.lisbonschool.org or you may stop by the Lisbon Central School office to obtain a hard copy.

Submit letter of intent, resume and completed application to:

Scott Trepanier
Lisbon Central School
15 Newent Road
Lisbon, CT 06351

Effective: July 1, 2023

THE LISBON BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of the Lisbon Board of Education to recruit, select and employ the best qualified person on the basis of their merit and effectiveness without discrimination as to their natural origin, ancestry, race, color, sex, age, marital status, physical disability, or other applicable unlawful discriminatory standards.