

2021-2022 EMPLOYMENT OPPORTUNITIES

INTER-LAKES SCHOOL DISTRICT

DISTRICT WIDE

➤ **Curriculum Secretary**

The Inter-Lakes School District is seeking a part-time Curriculum Secretary. **The position is 25 hours per week (flexible scheduling options).** Responsibilities include but are not limited to providing clerical support to the Curriculum Coordinator, purchase order processing, and maintaining professional development records. Applicants must be detailed oriented, proficient with the Google Suite, and have excellent organization skills.

Benefits: Subject to the terms of the Non-Bargaining Benefits Overview.

Application Deadline: Open Until Filled

➤ **Paraeducators**

Part-time, 6.75 hours/day, benefits eligible school year position. Seeking candidates to provide support for students of the Inter-Lakes Elementary and Middle/High Schools. Qualified candidates should hold NH Paraeducator II license or be eligible for licensure.

Compensation and Benefits: Subject to the terms of the Collective Bargaining Agreements.

Application Deadline: Open Until Filled

➤ **Substitutes**

➤ **Permanent Floating Substitutes**

Applications can be found at: <https://www.interlakes.org/administration/human-resources>

Please submit cover letter, resume, transcripts, license (if applicable), certification(s), application and three letters of reference to:

Ashley Dolloff, Human Resources Director

ashley.dolloff@interlakes.org

or mail to:

103 Main Street, Suite 2

Meredith, NH 03253

EOE