



Hampton Board of Education
380 Main Street
Hampton, CT 06247

Job Posting

Recording Secretary/Policies Clerk

Hampton Board of Education is seeking a Recording Secretary/Policies Clerk. Duties of the Recording Secretary include attending Board of Education meetings in person or via Zoom as required by the Board Chair, creating minutes for such meetings, posting and distributing agendas and minutes for Board of Education and Board of education sub-committees. Duties of the Policies Clerk include editing policies as directed by the Policy Committee for presentation to the Board of Education, distributing proposed policies to Board of Education members, and updating the online policy manual.

Hourly Rate: to be determined

Hours vary based on the needs of the Board and sub-committees. The Board of Education meets monthly, normally on the fourth Wednesday of each month at 7:00 PM. Additional special meetings are scheduled as necessary.

Interested applicants should electronically submit the following:

- Letter of Interest
- Resume
- Letter(s) of Reference

All materials should be addressed to Andrew Skarzynski, Superintendent of Schools, and emailed to Ramona Anderson, Executive Assistant to the Superintendent, at randerson@hamptonschool.org.

In accordance with their policies, Hampton Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations for physical disability (including blindness) or other disability (except in the case of a bona fide occupational qualification or need).