

The Mohawk Trail School System
Mohawk Trail Regional School District | Hawlemont Regional School District

Sheryl L. Stanton, Superintendent of Schools
TMSolution, Business Administrator
Leann Z. Loomis, Director of Pupil Personnel Services

24 Ashfield Road
Shelburne Falls, Massachusetts 01370
Phone: (413) 625-0192 – Fax: (413) 625-0196

HAWLEMONT REGIONAL SCHOOL DISTRICT

HRSD School Committee Secretary – Part-time position starting immediately. Approximately 6-8 hours per month. Occasional late afternoon and evening work required. Strong computer skills (Word, Excel and Google Apps). Excellent communication skills and attention to detail a must. Knowledge of Open Meeting Law and experience taking meeting minutes preferred.

Stipend Position.

Forward cover letter, resume and recommendations to: ktotman@mtrsd.org. Applications deadline: August 16, 2021. The school district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or sexual orientation.

7/28/2021