



Islesboro Central School

"Celebrating knowledge by opening minds, hearts and doors."

159 Alumni Drive, P.O. Box 118, Islesboro, Maine 04848

Phone 1-207-734-2251

Job Position Opening - 2017

We have the following position open now.

Anyone applying should be available to start immediately.

Administrative Assistant to the Principal

Job Goal:

To assist the principal and staff with support to insure the smooth and efficient operation of Islesboro Central School on a variety of levels

The person best suited to this role will be:

- An efficient and competent communicator in order to solve problems and improve operating systems
- A collaborative team player with flexible interpersonal skills and an unflappable spirit
- A manager of a wide variety of school wide activities and demands
- A hard worker with a positive, organized approach to paperwork, and school systems
- A skilled and confident learner of multiple software systems

If you are interested in applying for this position, you will need to have the following components to complete the application process:

- A written letter of interest
- Two people to use as a reference
- A current resume

Please send your letter of interest along with your application, references and any certification or endorsements to:

Ms. Heather Knight, Principal
159 Alumni Drive
Islesboro ME 04848

Position will be open until suitable candidate is found.