

**\*\* PLEASE POST \*\***  
**VACANCY**

Coventry Public Schools  
Board of Education

**BOE Clerk**

2011-2012 School Year

This position will cover all Board of Education regular meetings, special meetings and subcommittee meetings

Person will set up for and attend all meetings; transcribe minutes for meetings; and make corrections as necessary. Other related duties may be added.

Hourly pay - \$15.75

Start Date: September 1, 2011

Submit letter of interest and non-certified application to:

Barbara LeClair  
Human Resource Specialist  
Coventry Public Schools  
1700 Main Street  
Coventry, CT 06238

Deadline: August 26, 2011 or Until Filled

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

08/16/11  
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cc: Admin Bldg, WH, CEED, CGS, GHR, CNH, CHS, PSSS