



OFFICE OF THE ASSISTANT DIRECTOR  
(Human Resources)

Chair: Mr. Milton Peach  
C.E.O./Director of Education: Mr. Ford Rice

## **INTERNAL JOB POSTING**

Applications are invited from within the bargaining units, NAPE Locals 7854, 5850, and 5851 (Avalon West Region), for the following position:

**School Secretary**

**Harbour Grace Primary**

**Permanent (30 hrs/wk)**

### **Qualification Requirements:**

Successful applicants must be able to perform the core functions of the position. A satisfactory attendance record may be a consideration in the awarding of positions.

Note: Successful applicants may be required to serve an adequate notice period.

Interested employees having the necessary qualifications are invited to apply in writing on or before **Thursday, March 18<sup>th</sup>, 2010 (including address and telephone number) to:**

Ms. Jenna Bartlett  
Manager of Human Resources – Support Staff  
Eastern School District  
P.O. Box 64-66, 215 Water St.  
St. John's, NL, A1C 6C9  
FAX: (709) 758-2706

**TO BE PLACED ON ALL SCHOOL BULLETIN BOARDS**