

SAU #102 Goshen School District

Notice of Vacancy

December 1, 2017

SAU #102, Goshen School District, is seeking a Recording Secretary to serve the Goshen School Board to take meeting minutes for Goshen School Board meetings.

Job responsibilities include attending meetings to take minutes, providing draft minutes for Board review, and providing final minutes for recording and posting on the website.

Minutes are also recorded and can be transcribed from the recordings if meeting attendance is not feasible. The Goshen School Board currently meets once a month on the first Tuesday of each month.

Salary is hourly based on experience. Position to start immediately and continue until elections in March 2018.

For more information, please contact Dr. Gail E. Paludi, Superintendent, PO Box 417, Goshen, NH 03752 or (603) 495-1293.