

Mt. Greylock Regional School District

Office of the Superintendent

Central Office

1781 Cold Spring Road
Williamstown, MA 01267

**Mount Greylock Regional School District
(EOE)
Job Posting**

Date of Posting: January 8, 2019

Position: District Office Manager

Schedule: 8:00 AM – 4:30 PM

Start Date: Immediately

Requirements: 5-10 years successful office experience
Associate's Degree with a major in Office or Business Administration preferred.
Ability to handle confidential matters, set priorities and work well under pressure with an attention to detail.

Job Summary: To provide administrative support in all operational matters to the Superintendent of Schools so the Superintendent may devote maximum attention to the central problems of education and educational administration.

Salary: To be commensurate to experience as determined by the Superintendent

Application Deadline: Open until filled

How to Apply: Apply online at: <http://www.berkshirejobs.com/>
Or: <http://www.schoolspring.com/>
School Spring Job ID # [3039046](#)

State and Federal background checks are a legal requirement of any public school position