



Governor's School for Science, Math and Technology

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The school divisions of Clarke, Culpeper, Fauquier, Frederick, Rappahannock, Winchester City, and Warren are seeking a qualified individual to serve as a teacher for the **Mountain Vista Governor's School**.

VACANCY ANNOUNCEMENT SY 2024-2025

POSITION:	Office Associate II
SALARY:	Fauquier Cty Public Schools Unified Salary Scales & Benefits
LOCATION :	Mountain Vista Governor's School (Middletown campus)
REPORTS TO:	MVGS Regional Director
TERMS OF EMPLOYMENT:	10.5 Months (59.42)
POSTING DATE:	3/25/2024
APPLICATION DEADLINE:	Open until filled

PRIMARY FUNCTIONS:

- Answering telephones;
- Preparing, maintaining, and receiving records with a specific focus on dual enrollment, attendance, and transportation;
- Providing information to the public via weekly newsletter;
- Communicating with base high schools, Laurel Ridge Community College, and other educational partners;
- Planning of events with a specific focus on facility requests/reservations (venue, set up, and IT needs);
- Taking of minutes during formal meetings and notes during informal meetings;
- Participating in programmatic events, meetings, professional development;
- Filing, copying, data-entry, and other administrative duties.

QUALIFICATIONS:

- Thorough knowledge of standard office practices, procedures, and secretarial skills;
- Professionalism and willingness to be a team player is a must;

- Superior customer service and communication skills;
- Ability to prioritize multiple tasks;
- Operating standard office equipment and personal computer skills is a must specifically within Google Workspace and Microsoft Suite;
- Should possess a high school diploma or GED equivalent;
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

POST OFFER OF EMPLOYMENT REQUIREMENTS:

- All offers of employment are contingent upon the successful completion of a background check, employment reference check, and specific training as determined by Fauquier County Public Schools.
- The cost for the background check paid by personal check or money order made payable to “Treasurer, Fauquier County”. Cash and credit/debit cards are not accepted.

APPLICATION PROCESS:

- Interested applicants must submit a Fauquier County Government and Public Schools Online Application at: <https://portal.fauquiercounty.gov/MSS/employmentopportunities/default.aspx>

Mountain Vista Governor's School does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or other medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age, or status as a veteran in its programs and activities.