

Scott E. Knief

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CARVER PUBLIC SCHOOLS

3 Carver Square Boulevard, Carver, Massachusetts 02330-1200

Employment Opportunity

ELEMENTARY SCHOOL OFFICE CLERK

Monday - Friday | 8:30 a.m. - 12:15 p.m.

180 Days per Fiscal Year

Start Date: September 2, 2026

Qualifications:

- Experience with a combination of clerical skills.
- Ability to work in a polite and friendly manner with students, staff and many different publics.
- Excellent communication and organizational skills
- Previous experience in a school setting is preferred.

\$20.00 per hour

If interested, please apply on School Spring (www.schoolspring.com)

OR send letter of interest and resume to:

Ruby Maestas, Principal, Carver Elementary School
85 Main Street, Carver Square Blvd., Carver 02330