

****Please share with Donna Schoff, Lisa Harkin, Sara Sullivan, Mary Ellen Bouchard, and Michele Sawtelle****

Position Title: (Position Title)
Location: (Location)
Reports To: (Supervisor name)
Position Start Date: (Date)
Required Certification: (If applicable) (or certifiable in the State of Maine)
Application Deadline: (Date)

The Kittery School District is currently seeking a (description here) (hours/day, days/week) (end date, if applicable)

At (Location)

The ideal candidate for this position will (required and/or preferred qualifications and/or degree; please be as specific as possible)

****Please be sure that the qualifications are consistent with the position job description. Job descriptions are found on the KSD website. In the event that your vacant position job description is not on the website, reach out to Human Resources.****

New position or replacing employee? (“New” or Employee name)

You must be able to pass a background test through the State of Maine Education Department.

Required Application Materials:

Completed Applitrack Application

Resume

Cover Letter

Transcripts (Not required for School Nutrition or Custodial positions)

Unofficial transcripts are acceptable for initial application; Official transcripts will be required upon job offer.

A copy of current certification (if applicable)

3 current letters of reference

Letters of reference must be dated, signed, and written within the last 3 years

Internal candidates may apply in writing to humanresources@kitteryschools.com

Kittery Schools is an Equal Opportunity Employer. Kittery Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability. Kittery Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.