



WESTAMPTON TOWNSHIP PUBLIC SCHOOLS  
Office of the Superintendent  
700 Rancocas Road  
Westampton, NJ 08060  
(609) 267-2053

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## VACANCY: Confidential Secretary – Curriculum Office

- Job Title:** Confidential Curriculum Office Secretary (12-month position)
- Position Available:** July 1, 2019
- Qualifications:**
1. Minimum of High School diploma or equivalency is required. College course work preferred.
  2. Strong technology skills:
    - Experience with student database preferred
    - Experience with Microsoft Office software (i.e. Word, Excel, Powerpoint) required
    - Experience with web-based applications/portals and website design
  4. Strong written and verbal communication skills
  5. Maintains confidentiality
  6. Strong public relations and positive people skills
  8. Demonstrates initiative in managing the functions of the curriculum office and other assigned duties
  9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Salary and Benefits:** \$30,000/Annual Salary/Single Benefits/12 Sick and 4 Personal Days/10 Vacation days (granted in July after completion of one year of service)
- Deadline for Submission of Application:** April 19, 2019

All interested and eligible candidates please e-mail letter of interest and resume to:

Mrs. Jennifer Murray, Principal  
Holly Hills Elementary School  
jmurray@westamptonschools.org  
and

Mrs. Marianna Logue, Administrative Assistant to the Superintendent  
mlogue@westamptonschools.org

WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER