



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

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## **VACANCY: Administrative Aide – Westampton Schools**

**Job Title:** Administrative Aide (10-month position)

- 1 Position Available – Gr. 4&5
- 1 Position Available – Gr. 6-8
- 1 Position Available – Gr. 4-8

**Position Available:** September 1, 2022

**Job Responsibilities:** Instructional Support and Bus/Lunch/Recess Duties

**Qualifications:**

1. Minimum of High School diploma or equivalency is required. College course work preferred.
2. Respectful and supportive of children and staff. Ability to maintain a positive learning environment.
3. Sensitive to the needs of children. Experience working with children preferred.
4. Comfortable with the use of technology and operation of office machines.
5. Strong written and verbal communication skills.
6. Strong public relations and interpersonal skills.
7. Ability to maintain confidentiality.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Salary and Benefits:** \$25, 181 (sick and personal days included)

**Deadline for Submission of Application:** Until Filled

All interested and eligible candidates please email a letter of interest and resume to **both** individuals below:

Dr. Rachel Feldman, WIS Principal  
[rfeldman@westamptonschools.org](mailto:rfeldman@westamptonschools.org)

Mrs. Yashanta Holloway-Taluy, WMS Principal  
[yholloway-taluy@westamptonschools.org](mailto:yholloway-taluy@westamptonschools.org)

Any questions about the position? Please call 609-267-2722 ext. 1002.

**WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER**