



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

VACANCY: Nurse's Office Aide– Westampton Middle School

Job Title:	Administrative Aide (10 month position)
Position Available:	September 1, 2022
Job Responsibilities:	Support efforts of Intermediate/Middle School Nurse <ul style="list-style-type: none">• Making phone calls• Assisting with documentation• Communication with other staff and administration• Supervision of students as needed• Other duties needed by School Nurse
Qualifications:	<ol style="list-style-type: none">1. Minimum of High School diploma or equivalency is required.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.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:	Per agreement with Westampton Education Association \$25,181/yr , (179 work days), sick and personal time, other benefits
Deadline for Submission of Application:	July 1, 2022

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

Dr. Rachel Feldman **and** Mrs. Yashanta Holloway-Taluy:
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