



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

VACANCY: Part Time Administrative Aide (3hrs/day)
Westampton Schools
(Holly Hills Elementary – Westampton Intermediate – Westampton Middle)

Job Title: Administrative Aide – 3 hours per day (10-month position)

Position Available: September 1, 2022

Job Responsibilities: Instructional Support; 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: \$22.21/hr. (sick and personal days included)
Days of the week and times are negotiable

Deadline for Submission of Application: Until Filled

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

Marianna Logue, Confidential Secretary to the Superintendent
mlogue@westamptonschools.org

WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER