



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

VACANCY: Administrative Aide– Holly Hills School

- Job Title:** Administrative Aide (10 month position)
- Position Available:** Immediately, pending approval
- Job Responsibilities:** Instructional Support in Grades PK-3, Office/Clerical Duties, Bus/Lunch Duties
- Qualifications:**
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
- Deadline for Submission of Application:** December 11, 2022

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

Mrs. Jennifer Murray, Principal
Holly Hills Elementary School
hiring@westamptonschools.org
Subject Line: HHS Admin Aide

WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER