



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

VACANCY: Administrative Aide
Holly Hills Elementary

- Job Title:** Administrative Aide - Preschool
- Position Available:** Immediately, pending approval
- Qualifications:**
1. Minimum of a bachelor's degree in social work, or a related field such as sociology, psychology, or education.
 2. Respectful and supportive of children, families, and staff.
 3. Sensitive to the needs of children. Experience working with children and families 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
- Job Responsibilities:**
1. Organize family involvement plans and activities
 2. Support the needs of families
 3. Coordinate family involvement plans
 4. Coordinate work with other community agencies
 5. Coordinate work with other social service personnel.
 6. Other responsibilities as requested by preschool supervisor
- Salary and Benefits:** Per Agreement with Westampton Education Association
- Deadline for Submission of Application:** Sunday, February 5, 2023

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

James DiDonato, Superintendent
hiring@westamptonschools.org
Subject Line: Preschool Administrative Aide

WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER