



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

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## **VACANCY: Part-Time Administrative Aide– Holly Hills School**

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

**Position Available:** April 1, 2023

**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:** Sunday, February 12, 2023

All interested and eligible candidates please email letter of interest and resume to:

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