



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

VACANCY: Part Time Administrative Aide (3hrs. 10 min./day)
Westampton Schools
(Westampton Intermediate – Westampton Middle)

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

Position Available: March 1, 2023

Job Responsibilities: Instructional Support; Bus/Lunch/Recess Duties

Qualifications:

1. Minimum of High School diploma or equivalency is required. College coursework 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: \$12,590.50/yr. (sick and personal days included)

Deadline for Submission of Application: Until Filled

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

Dr. Rachel Feldman, WIS Principal AND Mrs. Yashanta Holloway-Taluy, WMS Principal
hiring@westamptonschools.org

WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER