



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

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## **ANTICIPATED VACANCY: Secretary to the Principal**

<b>Job Title:</b>	Secretary to the Principal (12-month position)
<b>Position Available:</b>	August 1, 2023
<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. Minimum of High School diploma or equivalency is required. College course work preferred.</li><li>2. Strong technology skills:<ul style="list-style-type: none"><li>• Experience with student database preferred</li><li>• Experience with Microsoft Office software (i.e. Word, Excel, Powerpoint) required</li><li>• Experience with Google Suite preferred</li><li>• Experience with web-based applications/portals</li></ul></li><li>3. Skillful operation of office machines.</li><li>4. Strong written and verbal communication skills.</li><li>5. Maintains confidentiality.</li><li>6. Strong public relations and positive people skills.</li><li>7. Alert to needs of pupils, staff, parents and visitors.</li><li>8. Demonstrates initiative in managing the school main office.</li><li>9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.</li></ol>
<b>Salary and Benefits:</b>	Annual Salary/Single Benefits/Sick and Personal Days (Vacation days after completion of one year of service.)
<b>Deadline for Submission of Application:</b>	May 8, 2023

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

Dr. Rachel Feldman, Principal  
Westampton Intermediate School  
[hiring@westamptonschools.org](mailto:hiring@westamptonschools.org)

**WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER**