



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

**VACANCY: Administrative Aide
(Special Education Classroom Aide)**

Job Title: Administrative Aide – 10-month position
(Special Education Classroom Aide)

Position Available: September 5, 2023

Job Responsibilities: Special Education Classroom; Bus/Lunch/Recess Duties

Qualifications:

1. Minimum of High School diploma or equivalency is required. College course work 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.
5. Strong written and verbal communication skills.
6. Strong 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, July 9, 2023

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

Dr. Rachel Feldman, Principal
hire@westamptonschools.org
SUBJECT LINE: Admin Aide – Special Education

WESTAMPTON TOWNSHIP PUBLIC SCHOOLS ARE AN EQUAL OPPORTUNITY EMPLOYER