



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

VACANCY: Confidential Secretary – Child Study Team (CST)

- Job Title:** Confidential CST Secretary (12-month position)
- Position Available:** July 1, 2022
- Qualifications:**
1. Minimum of High School diploma or equivalency is required. College coursework preferred.
 2. Strong technology skills:
 - Experience with student database preferred
 - Experience with Microsoft Office software (i.e. Word, Excel, Powerpoint) required
 - Experience with IEP Direct, SEMI, Genesis preferred
 3. Strong written and verbal communication skills
 4. Maintains confidentiality
 5. Strong public relations and positive people skills
 6. Demonstrates initiative in managing the functions of the CST office and other assigned duties
 7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Salary and Benefits:** \$34,000 per year salary, annual increases - Health Benefits; Sick, Personal, and Vacation Time
- Deadline for Submission of Application:** Until Filled

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

Mrs. Jean Zitter
Supervisor Special Services and Guidance
Westampton Township School District
700 Rancocas Road
Westampton, NJ 08060

Email: jzitter@westamptonschools.org