

SHAMONG TOWNSHIP SCHOOL DISTRICT
NOTICE OF ANTICIPATED VACANCIES
2018 - 2019

ISSUE DATE:
March 11, 2019

APPLICATION DEADLINE:
March 22, 2019

POSITIONS & LOCATIONS:

Secretary*Indian Mills Elementary School*

POSITION DESCRIPTION / REQUIREMENTS:

Elementary School Secretary position, effective June 1, 2019, hours to be determined.
Successful candidate must possess the following:

- Ability to multi-task in busy office, in a friendly, helpful and confidential manner, with students, staff, parents and community
- Strong organizational skills
- Excellent interpersonal skills
- Ability to problem solve independently
- Excellent computer skills (Google Drive, Google Docs/Sheets/Slides, Microsoft Word/Excel/PowerPoint, Student Databases, including prior experience with Realtime or comparable student database)
- Capable of maintaining strict confidentiality at all times

FORWARD RESUME AND LETTER OF APPLICATION (specify position/s applying for) TO:

Superintendent's Office
Shamong Township School District
295 Indian Mills Road
Shamong, NJ 08088

Fax: (609)268-1229

Email (Word format): jjohnson@shamongschools.org

The Shamong Township School District is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any persons based on race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status.