

South Hackensack School District

Job Posting

for a

Substitute Secretary

Starting Immediately

Duties Include:

- Answer phones
- Provide administrative support to teachers and school officials
- Help maintain records on students
- Maintain confidentiality
- Communicate effectively both written and verbally with students, parents, and staff members
- Proficient in Microsoft and Google applications
- Prepared to work with frequent interruptions

Requirements:

- High School Diploma
- Fingerprinting and Criminal Background Check
- Bilingual a must

Interested candidates should email a letter of interest, resume, certification(s) and professional references and transcript(s) to:

Mr. Jason Chirichella, Superintendent/Principal at

employment@shmemorial.org