

# South Hackensack School District

Dyer Ave · South Hackensack, NJ 07606 · (201) 440-2782

Jason Chirichella, Superintendent/Principal  
JoAnne Zahn, Vice-Principal  
Dina Messery, Business Administrator  
Elizabeth Schaefer, Board Secretary



"A Tradition of Caring"

## South Hackensack School District

### Job Posting

for a

### Substitute Secretary

**Starting Immediately - Rate: \$15.00 per hour**

#### **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 submit a letter of interest, resume, copy of certification and references list to Jason Chirichella Superintendent/Principal at [jchirichella@shmemorial.org](mailto:jchirichella@shmemorial.org).