

South Hackensack School District

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

Jason Chirichella, Superintendent/Principal
Carla Moreno, Director of Curriculum and Instruction
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.