



Winslow Township School District

40 Cooper Folly Road, Atco, NJ 08004
(856) 767-2850 x7521
(856) 767-9549 Fax

H. Major Poteat, EdD.
Superintendent

Dion M. Davis
Director, Human Resources

VACANCY NOTICE

The Winslow Township School District seeks candidates for the following opening for the 2024-2025 school year:

POSITION: Secretary (12 Months)

LOCATION: High School

QUALIFICATIONS:

1. Minimum of two (2) years of college or business school.
2. Experience as a secretary preferred.
3. Working knowledge of basic office procedures and the operation of all office equipment and machines.
4. Ability to deal with multiple tasks/duties.
5. Office organizational skills.
6. Ability to work under pressure, maintain the integrity and confidentiality of the office.
7. Possess excellent interpersonal and time/management skills.
8. Ability to work with the public and staff in a positive manner.
9. Excellent knowledge of English grammar, writing skills and computer skills.
10. Such alternative to the above qualifications as the Board may find appropriate.

SALARY: As per WTEA contract

BENEFITS: Medical, Dental, Vision and Prescription – Employee Only

EFFECTIVE: July 1, 2024

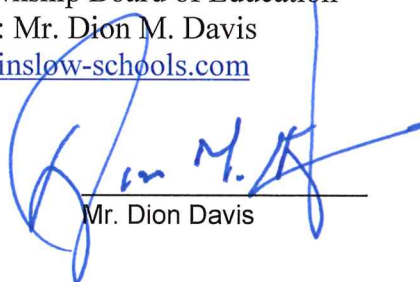
DEADLINE: Friday, May 24, 2024

SEND LETTER OF INTEREST & CURRENT RESUME TO:

Winslow Township Board of Education
ATTN: Mr. Dion M. Davis
hr@winslow-schools.com


H. Major Poteat, EdD

5-13-24
Date


Mr. Dion Davis

5-10-2024
Date