

BERLIN TOWNSHIP SCHOOL DISTRICT

JOB POSTING

POSITION: Per Diem Substitute Secretary (Per Diem, as needed)

LOCATION: District Schools

APPLICATION DEADLINE: October 21, 2022

AVAILABLE: October 28, 2022

POSTING DATE: September 28, 2022

The Berlin Township School District, located in Camden County, New Jersey, is seeking qualified candidates for a Substitute Per Diem Secretary for the Berlin Township School District. The district is committed to excellence in education through a strong belief that each and every student can learn at high levels.

Successful candidates must possess excellent organizational skills, proficiency in Microsoft Office Suite/Google Applications and the ability to use the web as a research tool. The successful candidate must also possess excellent verbal and written communication skills. Additional preferred experience:

- Experience in a Public School setting
- Familiarity with the NJ Administrative Code and School Privacy Laws
- Experience with *OnCourse - Student Information System* (or similar system)
- Responsibilities include (but not limited to):
 - Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
 - Maintain an efficient and effective office that handles a variety of tasks for the at the school and the district level (i.e., contacting parents, assisting building principal, as needed).
 - Maintain efficient and well organized school office in the absence of the regular secretary.
 - Maintain privacy and confidentiality of all students and staff at all times.

Position Available: On or about October 28, 2022

For consideration, forward a cover letter, resume, and three (3) letters of reference by October 21, 2022 to:

Edythe Austermuhl, Ed. D.

Superintendent

eaustermuhl@btwpschools.org

The Berlin Township Public Schools is an EOE/AA