

Keansburg Board of Education

PLEASE POST

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ISSUE DATE: JULY 27, 2011

NOTICE OF VACANCY

**THE SUPERINTENDENT OF SCHOOLS INVITES APPLICATIONS FROM
QUALIFIED CANDIDATES FOR THE FOLLOWING:**

TITLE: (1) Program Secretary to support the Family Friendly Center Program

SALARY: Hourly wage commensurate with salary. Salary not to exceed \$750.
Position funded through the Department of Children and Families School Based Program

JOB DESCRIPTION: Maintain FFC fiscal records for reports
Work collaboratively with FFC and SBYSP coordinator
Staff member will be required to attend scheduled meetings

EXPERIENCE: Experience Preferred

CERTIFICATION: NA

NOTE: To be considered, applications must be received no later than
August 2, 2011

APPLY TO: Gerald North, Superintendent of Schools
CC: Therese Hendrickson

Verification of credentials and salary must be submitted when requested.

The Keansburg board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status.

This Board of Education is committed to Section 504 of the Rehabilitation Act of 1973.