

# Lopatcong Township School District

## Rainie Roncoroni, Superintendent

### Lopatcong Township Elementary School

Noelle S. Kondikoff, Principal  
263 Route 57  
Phillipsburg, New Jersey 08865  
Phone: 908-859-0800  
Fax: 908-213-1339

### Lopatcong Township Middle School

Jeanene Dutt, Principal  
321 Stonehenge Drive  
Phillipsburg, New Jersey 08865  
Phone: 908-213-2995  
Fax: 908- 213-0373

## Employment Opportunity

**Posting Date:** June 6, 2017

**Position:** **District - Substitute Teacher Caller/12-Month -Stipend Position**  
Lopatcong School District.

**Start/End Date:** July 1, 2017 through June 30, 2018

### **Mandatory**

**Qualifications:** Strong communication skills  
Able to receive texts, e-mails, telephone calls from home phone/cell phone  
Needs to become familiar with the Affordable Care Act (ACA)

### **Job Description/Responsibilities:**

- Knowledge of Microsoft Excel
- Good Organizational skills
- Needs to be able to take phone calls early in the morning (6:00 a.m.) and in the evening (up to 10:00 p.m.) – On-Call basis

**Start Date: July 1, 2017**

**Respond to:** Please submit online application via [www.lopatd.org](http://www.lopatd.org) under Employment.

**Deadline:** June 13, 2017 or until a suitable candidate is found.

AA/EOE