

Lopatcong Township School District

Mr. Israel Marmolejos, Superintendent

Lopatcong Township Elementary School

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

Lopatcong Township Middle School

Richard A. Bonney, Principal
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Phone: 908-213-2995
Fax: 908-213-0373

Anticipated Employment Opportunity Part Time Administrative Assistant

Posting Date: May 9, 2024

Position Specifics: Part Time Administrative Assistant

Qualifications: 60 College Credits, Associate's Degree and/or equivalent experience.
Experienced in a diversified and confidential setting in an Administrative Assistant Role
Strong organizational, interpersonal, and communication skills
Highly efficient, shows initiative
Works independently
Computer proficiency, including Google and Microsoft Applications
Preferred knowledge of Genesis and NJSmart Programs
Required criminal history check and proof of U.S. citizenship or resident alien status
Handles all matters related to the School District with utmost confidentiality

Reports to: Building Administrator

Job Goal: Provides secretarial and clerical duties of a complex and/or confidential nature for areas pertaining to the School District and the needs of the students, staff and community as directed.

Job Description:

Part Time Administrative Assistant Responsibilities:

- Works under the supervision of the Building Administrator
- Handles daily communication regarding school-related matters as necessary and required
- Tracks the activities held in the building and informs the staff as needed
- Prepares and files staff sign-in sheets, meeting attendance sheets, etc.
- Creates and maintains substitute folders for each staff member
- Copies, distributes, and files all forms completed by parents & staff
- Creates supply order forms for the general supplies of the building
- Maintains the office equipment, orders necessary supplies, and requests service
- Creates & updates School and District forms as requested by the Administration
- Performs other duties as assigned by the Building Administrator or Superintendent directly related to the operations of the School District

Position Available: July 1, 2024

Deadline for Applications: Until a suitable candidate is found

Respond to: Please send letter of interest and resume electronically in one file to:

Mrs. Krista Wayne, M.Ed.
Principal, Lopatcong Elementary School AND employment@lopatcongschool.org
waynek@lopatcongschool.org

Indicate "PT Admin Assistant" in subject line

AA/EOE