



WOODLYNNE SCHOOL DISTRICT



131 ELM AVENUE, WOODLYNNE, NJ 08107
(856) 962-8822 Fax (856) 962-0191

Jackie Walters
Superintendent/Principal

Samantha Kirby
President, Board of Education

Job Title: Confidential Secretary 12 Months

Qualifications: Knowledge of Google Suite, Knowledge of Microsoft Word, Knowledge of the Woodlynne Community, Problem Solving skills, Bilingual, Great Communication Skills, Confidentiality

Responsibilities:

- Provides administrative support to ensure efficient operation of the office.
- Handle sensitive information in a confidential manner
- Receive sort and distribute the mail
- Manage input of student attendance data
- Register new students
- Create flyers and other publications
- Arrange for student transportation
- Assist in the preparation of regularly scheduled reports
- Communicate with Board of Education members
- Generate reports
- Handle multiple tasks on a daily basis
- Answer phones, schedule meetings, and supports visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Exhibits polite and professional communication via phone, e-mail, and mail
- Supports CST, teachers, cafeteria staff and the administration team by performing tasks related to organization and strong communication.
- Maintains supplies
- Translating duties
- Anything else as deemed necessary by CSA for the benefit of the Woodlynne School

Woodlynne School District is an Equal Opportunity Employer. Woodlynne School District does not discriminate against any employee on the basis of sex, race, religion, national origin, age, height, weight, marital status, or handicap/disability unrelated to the employee's ability to perform his/her job.

Reports to: Chief School Administrator

Start Date: November 1, 2021 **Contract Year:** 2021-2022

To Apply: Please submit a letter of interest, resume, and certificates via email to: Emily Powell
epowell@woodlynne.k12.nj.us

Deadline to Apply: October 31, 2021, or until position is filled.

Terms of Employment: 12 Months, salary TBD, Benefits eligible.