



"A Tradition of Caring"

Substitute Secretary
Elementary School | PreK - 8
South Hackensack Board of Education | South Hackensack, NJ

Start Date: Immediately (Called on an as needed basis)

Expiration Date: N/A

Requirements/Qualifications:

- High School Diploma Required
- Answer phones
- Provide administrative support to teachers and school officials
- Help maintain records on students
- Maintain confidentiality
- Communicate effectively both written and verbally with students, parents, and staff members
- Proficient in Microsoft and Google applications
- Prepared to work with frequent interruptions
- Bilingual Preferred

**Satisfactory completion of a criminal history background check
and district employment packet required.**

Pay Rate: \$20.00/per hour

Interested candidates should email a letter of interest, resume, certification(s), three professional reference contacts to: Dr. Letizia Pantoliano at employment@shmemorial.org

www.shmemorial.org