

Hainesport Township School District

Joseph R. Corn
Superintendent of Schools

Lauren M. Salls
Principal PreK-4/Special Services



Robert P. O'Brien
Business Administrator

Thomas J. Simonet
Principal 5-8/Curriculum

Employment Opportunity

Position: Anticipated Business Administrator/Board Secretary

Description: Hainesport Township School District is a Pre-K-8 district located in Burlington County currently seeking a Business Administrator/Board Secretary. We are seeking a candidate with an understanding of the principles consistent with statute, code and budgetary requirements, knowledge of accepted business practices in school districts, and demonstrated organizational, communication and interpersonal skills. The ideal candidate will possess strong leadership capacities and the ability to work collaboratively with the Superintendent of Schools, and the Board of Education.

Supervises/ Administers:

- Approximately \$11.5 million annual operating budget
- Buildings & Grounds, Food Service (contracted), Transportation (contracted), and Technology
- Infrastructure (contracted)
- Business Office Staff
- All responsibilities related to the role of Board Secretary

Qualifications:

1. NJ School Business Administrative Certificate (Standard or Certificate of Eligibility)
2. Criminal History Background Check

APPLICATION PROCEDURE: Applications for this position will be in the form of a letter of interest, resume and copy of certificate(s). Documents should be sent via email to Ms. Gwynne, gwynne@hainesport.k12.nj.us.

DEADLINE FOR APPLICATIONS: November 20, 2020

*****Applicant must meet requirements for this position.**

THE HAINESPORT TOWNSHIP SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

HOME OF THE HAWKS

211 Broad Street, Hainesport, NJ 08036 • P (609) 267-1316 • F (609) 702-0142 • www.hainesport.k12.nj.us