

Hainesport Township School District

Joseph R. Corn, *Superintendent of Schools*
Christopher C. DeSanto, *Business Administrator*
Julia B. Wolfrom, *Principal PreK-4/Special Services*
Ramon W. Santiago, Jr., *Principal 5-8/Curriculum*
Alexander F. Fisher, *Assistant Principal*



Date: Nov. 27, 2023

RE: Secretary Principal 5-8

From: Ramon W. Santiago, Principal 5-8/Curriculum

Secretary Posting	
Position: <ul style="list-style-type: none">Secretary to Principal 5-8	
To ensure the efficient operation of the Main Office and assist the grades 5-8 Principal in daily operations.	
Qualifications	
1.	High School diploma and expertise in word processing in Word, Excel, and Google applications.
2.	Experience in Secretarial/Clerical field preferred.
3.	Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.
4.	Demonstrates strong skills in interpersonal relations, organization, and communication.
5.	Such other alternatives to the above qualifications as the Board of Education may find appropriate.
APPLICATION PROCEDURE: Applications for this position will be in the form of a letter of interest and resume. Letters and resumes should be sent via email to Ms. Egladyous, egladious@hainesport.k12.nj.us .	
DEADLINE FOR APPLICATIONS: December 11, 2023	

Applicants must meet the requirements for this position.
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