

VENTNOR CITY SCHOOL DISTRICT
IN-HOUSE POSTING FOR THE FOLLOWING POSITIONS:

2024-2025 SCHOOL YEAR

Secretary

Full-time with Benefits

Starting on or about August 15, 2024

Experience with Microsoft Office 365, Real-time student management system, NJ Smart, scheduling and Frontline systems recommended.

Candidate should have experience with working in a high volume office under mandated timelines.

Applicants must pass a criminal background check.

Interested applicants, please email letter of interest, references and resume to:

Dr. Carmela Somershoe, Superintendent of Schools
via email to lwilson@veccnj.org
by June 20, 2024

Equal Opportunity Employer