VENTNOR CITY SCHOOL DISTRICT

POSTING FOR THE FOLLOWING POSITIONS:

Anticipated Replacement for:

Child Study Team Secretary

Full time, 12 months
Beginning on or about 2/1/2027

Benefits: Medical, Dental, Optical, and Prescription

Minimum starting salary: $48,220 (prorated)

Experience with SEMI, Frontline IEP, On-course Student Information System, Parental communication and Microsoft Office 365 recommended.

Candidates should have experience managing a high-volume office under mandated timelines.

Applicants must pass a criminal background check.

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

Ms. Alison Richman, Supervisor of Special Education
Via email to: arichman@veccnj.org
no later than 12pm on November 23, 2026

Equal Opportunity Employer

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