

VENTNOR CITY SCHOOL DISTRICT

INTERNAL POSTING FOR THE FOLLOWING POSITIONS:

2026-27 School Year

VENTNOR SCHOOL DISTRICT IS SEEKING:

Confidential Assistant to the Superintendent (nonaffiliated)

To serve as the confidential executive assistant to the Superintendent by providing administrative support, maintaining confidential records, facilitating Board of Education operations, providing support to the Board on labor relations and negotiations issues, and ensuring accurate registration, residency verification, transfer, and record management of all students. 12-month non-tenurable position

Benefits: Medical, Dental, Optical, and Prescription

Minimum Salary: \$48,000

Confidential Assistant to the Business Administrator (nonaffiliated)

Provide essential administrative and financial support to the Business Office including but not limited to, human resources, benefits, pensions, accounts payable/ receivable, assistance with labor relations and negotiations information, free and reduced lunch applications. Knowledge of Systems 3000 and accounts payable required. 12-month non-tenurable position.

Benefits: Medical, Dental, Optical, and Prescription

Minimum Salary: \$54,000

Applicants must pass a criminal background check.

Send letter of interest, resume, and references by June 26, 2026, to Dr. Carmela Somershoe, Superintendent /Elementary Principal via email

Equal Opportunity Employer