



AVALON STONE HARBOR SCHOOLS

Anticipated Openings:

12 Month Main Office Confidential Secretary

Must be highly organized and detail oriented with excellent communication skills.

Proficient in all Google applications;

NJSMART experience a plus

Able to multitask in a fast paced environment, manage busy front office

Position Available: June 1, 2024

Public school experience preferred

Minimum Associates Degree

Must be eligible for NJ Substitute Certification

Criminal history background check required

Starting salary based on experience

Maternity Leave Long Term Substitute Kindergarten Teacher

NJ Early Childhood Certification in PreK-Grade 3 or

Elementary Ed K-6 Required

Starting salary based on experience

Criminal history background check required

Position Available: April 1, 2024

Submit email of interest, resume, certifications, and 3 letters of reference to:

panetta@avesnj.org

Minority and Bilingual/Bicultural candidates encouraged to apply.

The Avalon Stone Harbor School Districts are Equal Employment Opportunity/

Affirmative Action Employers