

Linwood Public Schools Position Posting



LINWOOD
PUBLIC SCHOOLS

2021 – 2022 School Year

THE LINWOOD SCHOOL DISTRICT

Is seeking qualified candidates for the 2021-2022 school year:

School Secretary

- Full Time, 12 months
- School Secretary experience preferred
- Excellent technological skills including but not limited to G-Suite, Word, Excel, PowerPoint preferred
- Highly proficient in data entry, managing personal and team calendars, event planning, and creating reports, purchase orders
- Excellent interpersonal skills and communication abilities
- Strong organizational, proofreading, and time management skills
- Energetic, detail-oriented, highly motivated

Start Date: July 1, 2021

Interested candidates should e-mail:
Cover letter, resume, and two (2) letters of recommendation to:

jobs@linwoodschoools.org

Or mail to:

Brian M. Pruitt
Superintendent
Linwood Public Schools
51 Belhaven Avenue
Linwood, NJ 08221

Closing Date: April 6, 2021 by 4:00 PM

**AA/EOE
03.25.2021**