



2020 – 2021 School Year

## THE LINWOOD SCHOOL DISTRICT

Is seeking qualified candidates for the 2020-2021 school year:

### School Secretary

- Full Time, 12 months
- Experience with Child Study Team, Special Education, Curriculum and Instruction offices preferred
- Excellent technological skills including but not limited to Google Docs, Word, Excel, PowerPoint, IEP Direct 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

Interested candidates should e-mail:

Cover letter, resume, and two (2) letters of recommendation to:

[jobs@linwoodschoools.org](mailto:jobs@linwoodschoools.org)

Or mail to:

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

**Closing Date: October 5, 2020 by 4:00 PM**

AA/EOE  
09.24.2020