

May 4, 2009

**PLEASE POST**

The Township of Franklin Board of Education (K-6) is accepting applications for the following position.

TITLE: School Secretary

- QUALIFICATION:
1. High School Diploma.
  2. Proficiency in keyboarding; knowledge of Word 2007 is essential.
  3. Working knowledge of basic office procedures and operation of common office equipment and machines.
  4. Possesses poise, politeness, professionalism, organizational skills, and the ability to multi-task.
  5. Communicates effectively using proper grammar.
  6. Maintains a neat appearance.
  7. Such other qualifications of academic, professional and personal excellence as the Board may specify.

JOB GOAL: To assure the efficient operation of the School Principal's office and the responsibilities thereto as assigned by the principal.

TERM OF EMPLOYMENT: 2009-2010 School Year

SALARY: \$26,690

APPLICATION DEADLINE: May 22, 2009

Interested applicants should submit the following to the Superintendent's Office:

1. Letter of Interest
2. Resume

MGK/sv

*Sissy Vannini*  
*Administrative Secretary*  
856-629-9500 x201

