

River Edge Public Schools

410 Bogert Road
River Edge, NJ 07661

The River Edge Elementary School District (K-6) is seeking to fill the following position:

Substitute **Clerical Aides**

To work as needed to provide coverage for a school secretary

Requirements:

- Answer Phones, Monitor Visitors
- Perform a Variety of Clerical duties in busy main office
- Excellent interpersonal skills and ability to multitask
- Microsoft Word and Excel helpful
- Criminal History Record Check

Send letter of interest and resume to:

Personnel Coordinator
River Edge Board of Education
410 Bogert Road
River Edge, NJ 07661
judgek@riveredgeschools.org

POSITION AVAILABLE:

2017-18 school year