

THE EWING PUBLIC SCHOOLS

2099 Pennington Road
Ewing, NJ 08618

NOTICE OF VACANCY

The BOARD OF EDUCATION invites applications from
qualified candidates for the following:

TITLE: Secretary – 12 months

SALARY: Salary starts at \$36,046 as per the ETESSA Negotiated Agreement

BENEFITS: Full-time staff are eligible for Medical, Prescription, and Dental Benefits and will be entered into the appropriate NJ Pension Program

LOCATION: Gusz Building

Ewing Public Schools announces an employment opportunity for a 12 month Secretary for the Buildings and Grounds Department.

QUALIFICATIONS:

- Must possess a high degree of proficiency in secretarial and organizational skills.
- Excellent verbal and written communication skills are required.
- Ability to maintain a professional manner when interacting with staff, parents and the public is required.

Please apply online through the Human Resources link on our school website using a Hire application. Application deadline is **December 1, 2025**.

EWING TOWNSHIP BOARD OF EDUCATION

Office of Human Resources

www.ewing.k12.nj.us

The Ewing Township Board of Education requires that all persons are treated equally in the pursuit of their educational and employment opportunities and in the performance of their employment and educational obligations. In order to achieve this requirement, the Board of Education further requires that its educational and employment environment be maintained free from harassment or hostility based upon an individual's race, color, national origin, ancestry, religion, age, gender, affectional or sexual orientation, marital status, liability for service in the armed forces of the United States, social or economic condition or physical or mental condition.



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