

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
Office of the Director of Special Services & Special Education
580 Erial Rd., Blackwood, NJ 08012
(856) 227-4106 Fax (856) 842-1510

MEMORANDUM

To: BHPRSD Employees
Residents within the District

From: David C. Cappuccio, Jr., Director of Special Services & Special Education

Date: July 1, 2015

Re: **Anticipated Vacancy: Child Study Team Secretary**

The Black Horse Pike Regional School District anticipates the need to hire a Child Study Team Secretary for Triton Regional High School. This position requires, at a minimum, a high school diploma or its equivalency, and experience working with the Child Study Team and special education/special services is preferred. Compensation will be in accordance with established district guidelines, and education, training, and experience may be considered. This position does include employee benefits.

Prospective candidates should be detail-oriented, well-organized, and capable of meeting deadlines. Candidates shall also have excellent interpersonal skills, as well as office managerial skills. Proficiency in Microsoft programs including Word, Excel, and PowerPoint is required, as is the ability to use the Internet and Internet-based programs.

The position is a 12-month position, which is anticipated to begin as soon as possible. The length of employment is contingent upon contract renewal, and may be terminated upon the provision of thirty (30) days' notice.

This position is open to all qualified applicants, residents or non-residents, however the District will give preference to qualified individuals who are residents of BHPRSD. Send a letter of interest, resume, and application to Mrs. Roseann Borda rborda@bhprsd.org, by July 8, 2015 if you would like to be considered for this position.

If you have any questions about this position, please contact Mr. Dave Cappuccio, Director of Special Services, (856) 227-4106.

C: Administrators
Supervisors
BHPEA Staff
BHP Support Staff
BOE Members

The Black Horse Pike Regional School District is an Equal Employment Opportunity Organization.